

Final Design Activity Descriptions

April, 2025



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Table of Contents

Final Design

Final Design Initiated (4000)	7
Initiate FD (4010)	7
Determine Utility Master Agreement Applicability (4035)	7
Prepare Utility Master Agreement Change Order (4040)	8
Execute Utility Master Agreement Change Order (4045)	8
Develop Alternatives of Accommodation (4050)	9
Prepare Utility Owner Design Authorization Checklist (4055)	9
Prepare Utility Agreement Plans, Specifications and Estimates (4060)	10
Review & Approve Utility Agreement Plans, Specifications and Estimates (4065)	10
Prepare Utility/Railroad Agreement Modifications (4070)	11
Obtain Utility Environmental Reevaluation (4075)	11
Authorize Utility Work (4080)	11
Conduct Supplemental Subsurface Utility Engineering (4085)	12
Incorporate Utility/RR Design in Contract Documents (4090)	13
Prepare Jurisdictional Limit Maps and Agreements (4100)	13
Review Jurisdictional Limit Maps and Agreements (4102)	14
Execute Jurisdictional Agreements (4105)	14
Prepare Railroad 60% Submission (4110)	15
Address Railroad 60% Comments (4115)	15
Prepare Railroad 100% Submission (4120)	16
Review Railroad 100% Submission (4125)	17
Revisit Railroad Diagnostic Team Meeting (4130)	17
Prepare & Submit Draft Final Noise Study (4140)	17
Review Draft Final Noise Study (4142)	18
Obtain Noise Mitigation Community Support (4145)	18
Submit Final Noise Study (4150)	19

Review and Approve Final Noise Study (4152)	19
Prepare Final Structures Documents (4160)	20
Prepare Noise Barrier Details (4175)	21
Prepare & Submit Complete Streets FD Checklist (4196)	21
Review & Approve Complete Streets FD Checklist (4198)	22
Verify Pavement Design Recommendation (4205)	22
Complete Horizontal/Vertical Geometry (4210)	23
Conduct Supplemental Surveys (4215)	23
Prepare Final Roadway Plans (4220)	24
Perform Final Design Constructability-Risk Analysis Workshop (4225)	25
Complete Lighting Design (4230)	26
Complete Final Design Systems Engineering Review Form (4235)	26
Complete Traffic Signal, Signing and Striping Plans (4240)	27
Prepare ITS Facilities Layout Plans (4250)	27
Complete ITS Facilities Plans (4255)	28
Complete Landscape Architectural Design (4265)	28
Complete Drainage Design (4270)	29
Review of completed Hydrologic and Hydraulics (H&H) Analysis (4272) ...	29
Develop Construction Cost Estimate (4275)	29
Develop Specifications (4280)	30
Develop Construction Schedule (4285)	30
Prepare Final Design Submission Package (4290)	30
Obtain Pavement Specifications (4295)	31
Submit Bridge Exemption Reaffirmation (4308)	32
Complete Hydrologic & Hydraulic Analysis (4310)	32
Review and update Navigation Impact Report (4312)	33
Prepare USCG Bridge Permit Application (4314)	33
Complete Final Bridge Analysis (4315)	34
Revise and Submit USCG Bridge Permit Application (4316)	34
Conduct USCG Permit Completeness Review (4318)	35

Conduct Geotechnical Foundation Design(4320)	35
Secure USCG Bridge Permit (4322).....	36
Secure Bridge Navigational Lighting Approval (4324)	37
Conduct Roadway and Rock Slope Design (4325)	37
Review Roadway and Rock Slope Design (4326)	38
Review Geotechnical Foundation Design (4328)	38
Prepare Conceptual Wetlands Mitigation Plans (4350).....	38
Review Conceptual Wetlands Mitigation Plans (4352)	39
Prepare Wetlands Monitoring Plan (4355)	39
Prepare Final Wetlands Mitigation Plans (4375)	40
Review & Submit Final Wetlands Mitigation Plans (4376).....	40
NJDEP Approves Final Wetland Mitigation Plans (4380).....	40
Prepare Permit Application (4385).....	41
Review & Submit Permit Application (4390)	42
Secure Permits (4395)	42
Review Permit Conditions (4396)	43
Prepare Soil Erosion and Sediment Control Report, Plans and Specifications(4410).....	43
Review Soil Erosion and Sediment Control Report and Plans (4430).....	43
Submit Reforestation Application (4440)	44
NJDEP Reviews Reforestation Application (4450)	44
Conduct Contamination Site Investigation (Initial Sampling) (4520).....	45
Review and Approve Contamination Site Investigation Sampling Plan (4522)	45
Conduct Remedial Investigation (Delineation Sampling) (4540).....	46
Review and Approve Remedial Investigation Sampling Plan (4542)	46
Develop Cultural Resources Mitigation Measures (4550)	47
Review, approve and Distribute Cultural Resources Report (4552).....	47
Prepare Material Management Plan (4570).....	48
Review and Approve Material Management Plan (4572)	48
Complete Environmental Plans (4585)	48

Prepare PAECE Report (4590)	49
Review PAECE Report (4592)	49
Update Title Search (4624)	50
Prepare Final ROW Submission (4625)	50
Update ROW Estimate (4626)	50
Distribute Final ROW Submission (4628)	51
Process Final ROW Submission (4630)	51
Hold ROW Acquisition Meeting (4635)	52
Perform Asbestos Survey (4665)	52
Demolition Contracts or Agreements (4666)	53
Acquire ROW (4670)	53
ROW Availability (4675)	54
Prepare Green Acres Pre-Application (4720)	55
Owner Submits Green Acres Pre-Application (4725)	55
Obtain Resolution of Support for Green Acres Pre-Application (4730)	56
NJDEP Reviews Green Acres Pre-Application (4735)	56
Prepare Green Acres Final Application (4740)	56
Owner Submits Green Acres Final Application (4745)	57
Hold Green Acres Public Hearing (4750)	57
Obtain Resolution of Support for Green Acres Final Application (4755)	58
Submit Green Acres Final Application Supplemental Information (4760) ...	58
NJDEP Reviews Green Acres Final Application (4765)	59
Obtain State House Commission Approval (4770)	59
Acquire Green Acres Parcels (4775)	60
Obtain Green Acres Compensation Appraisal (4780)	60
Prepare Financial Plan (Major Projects) (4785)	61
Update Project Management Plan (Major Projects) (4790)	61
Execute Final Design Public Involvement Action Plan (4795)	62
Final Design Submission (4800)	62
FHWA Reviews Final Design Submission (4805)	62

Review Final Design Submission (4810)	63
Finalize Specifications for Comptroller Approval (Projects over \$12.5M) (4815)	64
Comptroller Approves Specifications (Projects over \$12.5M) (4825)	64
Resolve Final Design Submission Comments (4830)	65
Prepare Pre-PS&E Package (4835)	65
Submit PS&E Package (4840)	66
FHWA Reviews Pre-PS&E (4845)	67
Certify Soil Erosion & Sediment Control (4850)	67
Confirm Need for Traffic Regulation Orders (4855)	68
Obtain Construction Environmental Reevaluation (4860)	68
Execute Consultant Agreement Addendum (4865)	69
PS&E Submission (4870)	69
Prepare Advertising Authorization Package (4875)	69
Certify Advertising Authorization Package (4876)	70
Advertising Authorization Package Certified (4880)	71
Request Authorization to Advertise (4882)	71
Receive Authorization to Advertise (4885)	71
Authorization Request Date (4890)	72
Complete FD Closeout (4895)	72
Final Design Complete (4950)	72

Final Design

Final Design Initiated (4000)

Start the Final Design Phase. (Milestone)

Activity Predecessor:	3990
Activity Successor:	4010

Initiate FD (4010)

The Project Manager reviews the approved PE documents and updates the Project Reporting System (PRS) to reflect any changes that may have occurred since PE closeout. The Project Manager sets up the FD job number and notifies the subject matter expert units of the upcoming project.

<u>Role Description</u>	
Responsible:	Project Manager
Consulted:	Subject Matter Expert Units, Designer
Informed:	Designer
Activity Predecessor:	4000
Activity Successor:	4035, 4050, 4085, 4785, 4790, 4795, 4205, 4210, 4215, 4250, 4270, 4308, 4310, 4314, 4520, 4624, 4720 (3015 for Limited Scope Projects)
Activity Duration:	10 (3 for Limited Scope Projects)
Product Produced:	NA
Related Guidance Document:	Final Design Guideline

Determine Utility Master Agreement Applicability (4035)

During the preparation of the Alternatives of Accommodation the Designer identifies the utility impacts and prepares a utility relocation construction cost estimate. The Designer submits the utility impacts and utility relocation construction cost estimate to the Project Manager. The Project Manager determines if the impacted utility construction can be accommodated using the Utility Master Agreement process. The Project Manager contacts the Office of Utility Management to obtain concurrence on the use of the Utility Master Agreement. The Office of Utility Management provides the Project Manager with a Utility Master Agreement number and change order number.

<u>Role Description</u>	
Responsible:	Designer, Project Manager
Consulted:	Office of Utility Management, Utility Companies
Informed:	Designer

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Activity Predecessor:	4010
Activity Successor:	4040
Activity Duration:	15
Product Produced:	Utility Impacts and Utility Relocation Construction Cost Estimate; Utility Master Agreement Number; Change Order Number
Related Guidance Document:	Utility Accommodation Policy

Prepare Utility Master Agreement Change Order (4040)

The Project Manager prepares a Master Agreement Change Order and submits to Utility Management Unit for review and approval. The Utility Management Unit returns the approved Master Agreement Change Order to the Project Manager for execution.

<u>Role Description</u>	
Responsible:	Project Manager, Office of Utility Management
Consulted:	NA
Informed:	NA
Activity Predecessor:	4035
Activity Successor:	4045
Activity Duration:	5
Product Produced:	Approved Master Agreement Change Order
Related Guidance Document:	Utility Accommodation Policy

Execute Utility Master Agreement Change Order (4045)

The Project Manager circulates the Utility Master Agreement Change Order for execution. Once executed, the Project Manager distributes the Utility Master Agreement Change Order to the Designer, appropriate utility company and others listed on the distribution list.

<u>Role Description</u>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Designer, Office of Utility Management
Activity Predecessor:	4040
Activity Successor:	4080
Activity Duration:	10
Product Produced:	Copies of Utility Master Agreement Change Order
Related Guidance Document:	Utility Accommodation Policy, Utility Master Agreement Change Order Template

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Develop Alternatives of Accommodation (4050)

The Designer develops an Alternatives of Accommodation Plan and confirms the proposed utility accommodation with each utility company. On complex projects where multiple utilities may be in conflict, the Designer should prepare a Utility Master Plan that overlays all utilities present within the project area.

In consultation with the PM, review and validate utility risk response action plans and revise as necessary. Implement the utility risk response action plans as agreed with the PM. If any new utility-related risks are identified, the Designer updates the Risk Register to incorporate the new risks.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Utility Companies, Project Manager
Informed:	NA
Activity Predecessor:	4010 (3030 for Limited Scope Projects)
Activity Successor:	4055 (4055, 4060 for Limited Scope Projects)
Activity Duration:	40
Product Produced:	Alternatives of Accommodation Plan; Utility Master Plan
Related Guidance Document:	Utility Accommodation Policy, Risk Management Guideline

Prepare Utility Owner Design Authorization Checklist (4055)

The Designer prepares the Utility Owner Design Authorization Checklist according to the Utility Accommodation Policy to accommodate the proposed alternatives for each utility and sends to the utility company and PM. The utility company reviews and signs the Checklist and returns to the Designer for concurrence. The Designer forwards the approved Checklist to the Project Manager for approval.

<u>Role Description</u>	
Responsible:	Designer, Utility Companies, Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	4250 lag, 4050, 4085 (3080, 4050 for Limited Scope Projects)
Activity Successor:	4060 (4065 for Limited Scope Projects)
Activity Duration:	45
Product Produced:	Approved Utility Owner Design Authorization Checklist
Related Guidance Document:	Utility Accommodation Policy, Utility Owner Design Authorization Checklist

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Prepare Utility Agreement Plans, Specifications and Estimates (4060)

Upon receipt of approved checklists, the Designer prepares the utility agreement plans of utility facilities to be relocated or altered. A utility agreement plan provides an overview of the existing and proposed utility location and is attached to each corresponding utility agreement modification. The Designer or Utility Company completes detailed plans, specifications and estimates of utility facilities to be relocated or altered. The Designer submits the utility agreement plans, specifications and estimates to the Project Manager.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Utility Companies, Project Manager
Informed:	NA
Activity Predecessor:	4055 (3080, 4050 for Limited Scope Projects)
Activity Successor:	4065
Activity Duration:	60
Product Produced:	Utility Agreement Plans, Specifications and Estimates
Related Guidance Document:	Utility Accommodation Policy

Review & Approve Utility Agreement Plans, Specifications and Estimates (4065)

The Project Manager reviews the submission and provides comments to the Designer or approves the documents.

The Designer finalizes the utility agreement plans, specifications and estimates based on the Project Manager’s comments and resubmits to the Project Manager for approval. The Project Manager reviews the revised submission and approves the utility agreement plans, specifications and estimates for incorporation in the utility agreement modifications.

<u>Role Description</u>	
Responsible:	Designer, Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	4060 (4055, 4060 for Limited Scope Projects)
Activity Successor:	4070, 4090
Activity Duration:	20
Product Produced:	Approved Utility Agreement Plans, Specifications and Estimates
Related Guidance Document:	Roadway Design Manual, Utility Accommodation Policy

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Prepare Utility/Railroad Agreement Modifications (4070)

The PM prepares the Utility Agreement Modifications (Construction Authorization) to modify existing utility agreements. The modification includes a detailed cost estimate and any relevant documents for execution.

<u>Role Description</u>	
Responsible:	Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	4065 (4065 for Limited Scope Projects)
Activity Successor:	4075 (4870 for Limited Scope Projects)
Activity Duration:	10
Product Produced:	Utility/Railroad Agreement Modifications (Construction Authorization)
Related Guidance Document:	Utility Accommodation Policy

Obtain Utility Environmental Reevaluation (4075)

Obtain a utility environmental reevaluation for utility modification approval and for any project that requires an authorization of utility work for advance utility relocations. The Bureau of Landscape Architecture and Environmental Solutions (BLAES) consults with the Project Manager regarding the current design as it relates to the previous environmental document and completes the reevaluation form. BLAES submits the reevaluation form to FHWA for approval, if required. FHWA approves the environmental reevaluation and sends the approved environmental reevaluation to BLAES.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Designer, Project Manager
Informed:	FHWA
Activity Predecessor:	4070
Activity Successor:	4080
Activity Duration:	20
Product Produced:	Utility Environmental Reevaluation Form
Related Guidance Document:	Environmental Reevaluation Form

Authorize Utility Work (4080)

The Project Manager prepares the Utility Construction Funding Request, including in-house support hours, and sends the Utility Construction Funding Request, Utility Agreement Modifications or Master

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Agreement Change Order and the Utility Environmental Reevaluation to the Bureau of Program Coordination for approval. The Bureau of Program Coordination reviews and approves the package. The Project Manager circulates the Utility Owner Design Authorization Checklists with an AD-12 for execution. Once executed, the Project Manager distributes the executed Construction Authorization Checklist and Utility Agreement Modifications. If necessary, the Project Manager prepares and includes notification to proceed with executed Construction Authorizations. For federally funded construction projects, the Project Manager prepares and sends a Utility Clearance Letter to Construction Management. For advance utility work, in addition to the Utility Authorization package, a Right of Way (ROW) Clearance Letter is required when the utility work area involves ROW acquisitions or easements.

<u>Role Description</u>	
Responsible:	Project Manager, Bureau of Program Coordination
Consulted:	Designer
Informed:	Designer
Activity Predecessor:	4045, 4075
Activity Successor:	4870
Activity Duration:	40
Product Produced:	Construction Authorization Checklist and Utility Agreement Modifications
Related Guidance Document:	NA

Conduct Supplemental Subsurface Utility Engineering (4085)

If necessary, the Designer conducts supplemental subsurface utility engineering (SUE). The Designer determines the appropriate Quality Level (Level A, B, C or D) of utility data required for the given project and presents their recommendation to the Project Manager. The Project Manager approves the SUE Quality Level proposed and the limits of investigation. If approved, the Designer conducts SUE in order to determine the exact location of underground utilities. Prior to conducting SUE, the Designer must confirm with the utility company if previous SUE activities have been performed for the conflict area and if horizontal and vertical data exists. The Designer prepares a Supplemental SUE report and includes the survey notes from the SUE Contractor or utility company with the report.

<u>Role Description</u>	
Responsible:	Designer, SUE Contractor and/or Utility Companies
Consulted:	Project Manager, Utility Companies, Office of Utility Management (if needed)
Informed:	NA
Activity Predecessor:	4010
Activity Successor:	4055
Activity Duration:	40
Product Produced:	Supplemental Subsurface Utility Engineering (SUE) Report
Related Guidance Document:	Utility Accommodation Policy

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Incorporate Utility/RR Design in Contract Documents (4090)

The Designer shows final utility accommodations and betterments on contract documents based on the completed utility agreement plans, specifications and estimates.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	4065 (4065 for Limited Scope Projects)
Activity Successor:	4220 lag (4290 for Limited Scope Projects)
Activity Duration:	30
Product Produced:	Incorporation of Utility Accommodations and Betterments on Contract Documents
Related Guidance Document:	Utility Accommodation Policy

Prepare Jurisdictional Limit Maps and Agreements (4100)

The Designer prepares the Jurisdictional Limit Maps and draft Jurisdictional Agreements and submits them for review to the Project Manager. The Designer addresses the comments revises and resubmits the Jurisdictional Limit Maps and draft Jurisdictional Agreements to the Project Manager.

<u>Role Description</u>	
Responsible:	Designer, Project Manager, Deputy Attorney General
Consulted:	Project Manager, Jurisdiction Control Unit
Informed:	Jurisdiction Control Unit
Activity Predecessor:	4210
Activity Successor:	4102
Activity Duration:	20
Product Produced:	Jurisdictional Limit Maps and Agreements
Related Guidance Document:	Jurisdictional Manual For Highway Maintenance & Control, NJDOT Policy and Procedure 808

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Review Jurisdictional Limit Maps and Agreements (4102)

Upon completion of their review, the Project Manager forwards the Jurisdictional Limit Maps and Agreements to the Regional Maintenance Engineer and the Jurisdictional Control Unit for additional review. At this time the Jurisdictional Control Unit assigns identification numbers to the agreements. The Project Manager provides all comments to the Designer. The Project Manager forwards the revised submission to the Deputy Attorney General (DAG) for “approval as to form” (the DAG does not sign the agreement at this time). The DAG reviews the submission and, if necessary, requests revisions regarding the agreement’s form and its correlation with the Jurisdictional Limit Map. Upon the DAG’s “approval as to form,” the Jurisdictional Limit Maps and Jurisdictional Agreements can proceed for execution.

Role Description	
Responsible:	Project Manager
Consulted:	Regional Maintenance Engineer, Jurisdictional Control Unit
Informed:	NA
Activity Predecessor:	4100
Activity Successor:	4105
Activity Duration:	15
Product Produced:	DAG’s ‘Approval as to Form’
Related Guidance Document:	

Execute Jurisdictional Agreements (4105)

The Project Manager sends the Jurisdictional Agreement and the attached Jurisdictional Limit Map to the respective public agencies (e.g., county, municipality) for signature and seal. The respective agencies review the documents. If the respective agencies do not agree with the documents, the Project Manager works with the respective agency representatives (e.g., elected officials, engineers) to resolve any issues. If the respective agencies do not agree with the documents, the Project Manager meets with the respective agency representatives (e.g., elected officials, engineers) to resolve any issues. Once in agreement, the respective agencies shall submit three (3) signed, sealed and attested original agreements to the Project Manager. A signed and sealed resolution, authorizing the agency’s exact signatories on the agreements shall also be sent to the Project Manager.

Upon receipt, the Project Manager forwards the package (including Jurisdictional Limit Maps) to the Deputy Attorney General’s (DAG) office for signature. The DAG’s signature indicates that the agency has executed the agreements correctly.

When the agreements have been signed by the DAG, the Project Manager attaches a Department Action Slip (AD-12) and Routing Slip (AD-37) to the package, to be circulated for Department signatures, completing final execution.

The Jurisdictional Unit, upon final execution of the agreement, will be responsible for the following:

- Receiving the final executed agreements from the Department Secretary
- Providing one signed original agreement to the agency involved
- Filing the State’s original copy of the Agreement and Map(s)
- Forwarding copies of the signed agreement and map(s) to the Department’s involved Units (e.g., Regional Maintenance Office & Data Development).

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- Scanning and categorizing the maps and agreements while incorporating them into the appropriate electronic filing system/website, therefore becoming the keeper of record
- Producing requested copies of previously executed maps and agreements not yet included in the electronic filing system/website, or providing copies of maps and agreements to entities that do not have access to the electronic data.

<u>Role Description</u>	
Responsible:	Project Manager, Respective Agencies
Consulted:	Jurisdiction Control Unit
Informed:	NA
Activity Predecessor:	4102
Activity Successor:	4880
Activity Duration:	60
Product Produced:	Executed Jurisdictional Agreements
Related Guidance Document:	Jurisdictional Manual For Highway Maintenance & Control, NJDOT Policy and Procedure 808

Prepare Railroad 60% Submission (4110)

The Designer prepares and submits the roadway or bridge plans to the railroad company at the 60% point of design. If the project has Amtrak involvement, there must be a 30% and 60% submission. Included within the submission is a proposed construction sequence for railroad work that will minimize impacts to existing facilities.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Railroad Engineering and Safety Unit
Informed:	Project Manager
Activity Predecessor:	4160 lag, 4220 SS lag
Activity Successor:	4115
Activity Duration:	60
Product Produced:	Roadway or Bridge Plans to Railroad Company at 60% Point of Design
Related Guidance Document:	Roadway Design Manual, Design Manual for Bridges and Structures

Address Railroad 60% Comments (4115)

The railroad company reviews the Railroad 60% Submission and sends comments to the Designer. The Designer addresses the comments received and makes the appropriate changes. The Designer submits the revised plans to the railroad company and requests the railroad company to provide a force account estimate that includes material, labor, and equipment for railroad construction work. The Project Manager /APM prepares the Railroad Construction Agreement based on the estimate.

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<u>Role Description</u>	
Responsible:	Designer, Railroad Company, Utility Coordinator
Consulted:	Railroad Engineering and Safety Unit
Informed:	Project Manager
Activity Predecessor:	4110
Activity Successor:	4130, 4120
Activity Duration:	40
Product Produced:	Railroad Construction Agreement
Related Guidance Document:	Roadway Design Manual, Design Manual for Bridges and Structures

Prepare Railroad 100% Submission (4120)

The Designer prepares and submits the completed roadway or bridge plans to the railroad company and prepares a master bill of material, which quantifies every component within every assembly detail. This submission includes:

- The final bonding and grounding plan and elevations for required work within the work limit.
- The final bonding and grounding assembly details for new/existing bridges, utilities and catenary structures.
- The final structure erection diagrams for proposed catenary structures and for any existing catenary structure that requires modifications to the catenary system, transmission wires or structural components.
- The final detailed structural elements for both modified existing structures and new catenary structures.
- The final catenary and transmission structural hardware design.
- The new catenary and transmission hardware as well as existing hardware. (Required modification or replacement will be identified and represented on the drawings.)
- The final bill of materials and scope of work related to the individual structures.
-

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Railroad Engineering and Safety Unit
Informed:	Project Manager
Activity Predecessor:	4115, 4290 FF, 4130 FF
Activity Successor:	4125
Activity Duration:	60
Product Produced:	Completed Roadway or Bridge Plans and a Master Bill of Material
Related Guidance Document:	Roadway Design Manual, Design Manual for Bridges and Structures

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Review Railroad 100% Submission (4125)

The railroad company reviews the Railroad 100% Submission and provides concurrence.

<u>Role Description</u>	
Responsible:	Railroad Company
Consulted:	NA
Informed:	Designer, Project Manager, Railroad Engineering and Safety Unit
Activity Predecessor:	4120
Activity Successor:	4810 FF, 4815
Activity Duration:	40
Product Produced:	Concurrence on Railroad 100% Submission
Related Guidance Document:	Roadway Design Manual, Design Manual for Bridges and Structures

Revisit Railroad Diagnostic Team Meeting (4130)

If the NJDOT Diagnostic Team Leader (DTL) determines that the design of the roadway has been altered significantly after the Diagnostic Team Meeting (DTM) was held or strong public opposition or comments are presented, the DTL reconvenes the attendees of the DTM held in Preliminary Engineering to address a possible amendment to the Memo of Record or Order.

<u>Role Description</u>	
Responsible:	Railroad Engineering and Safety Unit
Consulted:	Railroad Company, Designer
Informed:	Project Manager
Activity Predecessor:	4115
Activity Successor:	4120 FF
Activity Duration:	20
Product Produced:	Comments from Diagnostic Team Meeting; Amendment to Memo of Record or Order
Related Guidance Document:	NA

Prepare & Submit Draft Final Noise Study (4140)

The Designer evaluates the Noise Technical Environmental Study (TES) that was prepared during the Preliminary Engineering Phase and consults with the Bureau of Landscape Architecture and Environmental Solutions (BLAES) to determine the need for additional study. If necessary, prepare a Final Noise Study to document the location, height and aesthetics of proposed noise barriers or other sound attenuation measures. The Designer submits a draft Final Noise Study to BLAES for review and comment.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, FHWA

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Informed:	Project Manager
Activity Predecessor:	4210
Activity Successor:	4142
Activity Duration:	30
Product Produced:	Draft Final Noise Study
Related Guidance Document:	Traffic Noise Management Policy and Noise Wall Design Guidelines, Risk Management Guideline

Review Draft Final Noise Study (4142)

BLAES provides comments to the Designer. The Designer and BLAES meet with FHWA to discuss the mitigation measures. The Designer, BLAES and PM review and validate the noise risk response action plan and the designer revises as necessary. Implement the noise risk response action plans as appropriate. If the study identifies noise mitigation is needed, the Designer notifies the Project Manager. The Designer updates the Risk Register with any new risks.

<u>Role Description</u>	
Responsible:	BLAES, Designer
Consulted:	FHWA, Project Manager
Informed:	NA
Activity Predecessor:	4140
Activity Successor:	4145
Activity Duration:	20
Product Produced:	Comments on Draft Final Noise Study
Related Guidance Document:	

Obtain Noise Mitigation Community Support (4145)

The PM notifies the Division of Community and Constituent Relations (GCR) to schedule a local officials briefing and public meeting to present the results of the draft Final Noise Study. GCR schedules the meetings, sends out meeting invitations and distributes a noise mitigation questionnaire. The PM, Designer and BLAES meet with the local officials and present the proposed mitigation. The PM, Designer and BLAES then meet with the affected community members to obtain input and collect the completed questionnaires. BLAES evaluates the completed questionnaires, submits the results to the local officials and requests a formal resolution of support. Upon receiving resolution of support BLAES instructs the Designer to complete the Final Noise Study.

BLAES evaluates the completed questionnaires, submits the results to the local officials and requests a formal resolution of support. Upon receiving resolution of support, BLAES instructs the Designer to complete the Final Noise Study.

<u>Role Description</u>	
Responsible:	Designer, Division of Community and Constituent Relations , Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Local Officials, Affected Community Members

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Informed:	Project Manager
Activity Predecessor:	4142
Activity Successor:	4150
Activity Duration:	40
Product Produced:	Formal Resolution of Support from Local Officials
Related Guidance Document:	Traffic Noise Management Policy and Noise Wall Design Guidelines

Submit Final Noise Study (4150)

The Designer prepares and submits the Final Noise Study to the Bureau of Landscape Architecture and Environmental Solutions (BLAES) for review and comment. The Designer addresses comments and resubmits to BLAES to forward to FHWA for concurrence. The Designer prepares and submits the Final Noise Study to the Bureau of Landscape Architecture and Environmental Solutions (BLAES) for review and resubmits the study after addressing any comments.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, FHWA
Informed:	Project Manager, Local Officials
Activity Predecessor:	4145
Activity Successor:	4152
Activity Duration:	15
Product Produced:	Final Noise Study
Related Guidance Document:	Traffic Noise Management Policy and Noise Wall Design Guidelines

Review and Approve Final Noise Study (4152)

BLAES reviews the study and provides comments. Once the Designer addresses comments & resubmits the study to BLAES, BLAES forwards the study to FHWA for concurrence. Following FHWA concurrence, the PM submits the Final Noise Study to the local officials.

<u>Role Description</u>	
Responsible:	BLAES, Designer, Project Manager
Consulted:	FHWA
Informed:	Local Officials
Activity Predecessor:	4150
Activity Successor:	4175
Activity Duration:	5
Product Produced:	FHWA Approval of Final Noise Study
Related Guidance Document:	

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Prepare Final Structures Documents (4160)

The Designer prepares the final structures documents according to the Bridges and Structures Design Manual and the Quality Management Guideline. Confirm that the bridge stage construction plans are compatible with the roadway plans.

The final structures documents include:

- Key plan of structures
- Deck slab
- Retaining walls
- Sign structures
- General plan and elevation pile plan
- Detail sheets
- Engineer quantity estimate
- Structural quantity calculations
- Structural details for noise barriers
- Demolition plans
- Specialty sheets
- Abutments, piers and superstructure
- Culverts
- Architecture plans
- Special and modified structural detail
- Design criteria and schematic layout for temporary structures
- Durations on structural items for the construction bar chart

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Note for Limited Scope Projects:

For limited scope projects, final structures documents are limited to those required for a deck/superstructure replacement or deck patching.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Bureau of Structural Design, Hydrology and Hydraulics Unit
Informed:	NA
Activity Predecessor:	4328 (4210 for Limited Scope Projects)
Activity Successor:	4220 lag, 4175, 4110 lag (4220 lag for Limited Scope Projects)
Activity Duration:	60
Product Produced:	Final Structures Documents
Related Guidance Document:	Bridges and Structures Design Manual

Prepare Noise Barrier Details (4175)

The Designer prepares the plans and details for the approved noise walls that are included within the Final Noise Study. The noise barrier details are included within the Final Roadway Plans and Final Structures Documents and are submitted as part of the Final Design Submission.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	BLAES
Informed:	Project Manager
Activity Predecessor:	4152, 4160 FF
Activity Successor:	4220 lag
Activity Duration:	40
Product Produced:	Noise Barrier Details
Related Guidance Document:	Bridges and Structures Design Manual

Prepare & Submit Complete Streets FD Checklist (4196)

For Limited Scope Projects only, the Designer completes the Complete Streets FD Checklist and provides it to the Project manager for review. The Final Design checklist verifies that applicable complete streets considerations are included in the project’s design solution. The Project Manager completes their portion of the checklist and submits it to the Bureau of Safety, Bicycle & Pedestrian Programs (BSBPP) for approval.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<u>Role Description</u>	
Responsible:	Designer, Project Manager
Consulted:	Bureau of Safety, Bicycle & Pedestrian Programs
Informed:	
Activity Predecessor:	3025
Activity Successor:	4198
Activity Duration:	10
Product Produced:	Complete Streets FD Checklist
Related Guidance Document:	Complete Streets FD Checklist , Completes Streets Handbook

Review & Approve Complete Streets FD Checklist (4198)

For Limited Scope Projects only, BSBPP reviews the Complete Streets FD Checklist and provides the Project Manager with their sign off. If the BSBPP decision is not in agreement, the Project Manager escalates the issue to the DPM Manager, Director, and Assistant Commissioner level, as outlined in the Complete Streets Compliance Process Flow Chart, until concurrence is reached.

<u>Role Description</u>	
Responsible:	Bureau of Safety, Bicycle & Pedestrian Programs
Consulted:	
Informed:	Project Manager, Designer
Activity Predecessor:	4196
Activity Successor:	3030FF, 4210
Activity Duration:	10
Product Produced:	Approved Complete Streets FD Checklist
Related Guidance Document:	Complete Streets Policy , Completes Streets Handbook

Verify Pavement Design Recommendation (4205)

If the Pavement recommendation is over two years old, the Project Manager coordinates with the Pavement Design Unit to ensure the pavement design recommendation is still valid. The Pavement Design unit will analyze the current pavement conditions to assess whether a revised pavement recommendation is required. The Pavement Design unit will provide any required pavement recommendation updates to the Project Manager. The Project Manager provides revised pavement recommendations to the Designer.

<u>Role Description</u>	
Responsible:	Project Manager
Consulted:	Pavement Design Unit
Informed:	Designer
Activity Predecessor:	4010

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Successor:	4220
Activity Duration:	10
Product Produced:	Revised Pavement Recommendations
Related Guidance Document:	NA

Complete Horizontal/Vertical Geometry (4210)

The Designer completes all roadway horizontal and vertical geometry calculations. The horizontal geometry is added to the Plan and Tie sheets. The vertical geometry is added to the Profile and Grade sheets. The Designer completes the driveway profiles where required to determine grading limits. The Designer prepares the Method of Cross Sections and prepares cross sections for mainline, ramps and side streets.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	4010, 4215 SS(20 day lag) (3030 for Limited Scope Projects)
Activity Successor:	4100, 4140, 4350, 4410, 4440, 4325, 4550 (4215FF (15 day lag), 4160, 4220, 4240 for Limited Scope Projects)
Activity Duration:	40
Product Produced:	All Roadway Horizontal and Vertical Geometry Calculations
Related Guidance Document:	NJDOT Roadway Design Manual

Conduct Supplemental Surveys (4215)

The Designer conducts a supplemental survey for any areas not addressed in previous surveys. Supplemental survey information may include additional topographic data, utility test pits, right of way stakeouts, soil borings and wetland delineation. The Designer prepares a supplemental report as an addendum to the original Control Survey Report and submits the results to the appropriate subject matter expert units. Update the base maps to reflect the supplemental survey information.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Regional Design and Survey Services
Informed:	Project Manager
Activity Predecessor:	4010
Activity Successor:	4210 SS lag 20 days (4210 FF lag for Limited Scope Projects)
Activity Duration:	20

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Product Produced:	Supplemental Survey Report
Related Guidance Document:	NJDOT Survey Manual

Prepare Final Roadway Plans (4220)

The Designer updates the preliminary roadway plans that were prepared in Preliminary Engineering to produce the final roadway plans. The final roadway plans shall be prepared in accordance with the NJDOT Sample Plans. Perform a field inventory of existing conditions before finalizing the plans to ensure accuracy. Prepare the Roadway Quantity Calculations and update the Design Communications Report accordingly. The final roadway plans may include:

- Key Sheet
- Typical Sections
- Construction Plans
- Traffic Control And Staging Plans
- Traffic Striping And Signing Plans
- Utility Construction Staging Plans
- Estimate – Distribution of Quantities
- Profiles
- Environmental Plans
- Ties & Grades
- Construction Details
- Electrical Details
- Plan Sheet Index
- Method of Cross Sections
- Cross Sections
- Electrical Plans
- Landscape Plans

The Designer reviews the Risk Register for any previously identified risks and strategies. Incorporate and refine applicable risk response strategies and action plans. Notify the PM to update the Risk Register for any changes to existing risks and strategies.

Note for Limited Scope Projects:

For limited scope projects, final roadway documents are limited to those required for a deck/superstructure replacement or Mill X, Pave X plus 1” projects. Since environmental plans are not typically prepared for limited scope projects, include any environmental notes or commitments on final roadway documents.

Role Description	
Responsible:	Designer
Consulted:	Subject Matter Experts
Informed:	Project Manager
Activity Predecessor:	4328, 4326, 4552 lag 10 days, 4090 lag, 4265 FF, 4160 lag, 4175 lag, 4205 (3150, 4210 for Limited Scope Projects)
Activity Successor:	4225 SS Lag 10 days, 4240 SS, 4235 SS, 4230 SS, 4295 Lg, 4110 SS
Activity Duration:	120
Product Produced:	Final Roadway Plans; Roadway Quantity Calculations; Updates to the Design Communications Report
Related Guidance Document:	NJDOT Sample Plans, Risk Management Guideline

Perform Final Design Constructability-Risk Analysis Workshop (4225)

Prior to completing the Final Roadway Plans, the Designer will coordinate with the Constructability-Risk Analysis & VE (CRAVE) Unit to coordinate scheduling of a Final Design Constructability-Risk Analysis (FDCRA) Workshop on the proposed project. The FDCRA Workshop will provide a final opportunity for Construction Management, Regional Construction Engineer, and select SMEs to collaborate and review identified risks and opportunities, review risk response strategies, and identify any risks not previously identified in the Risk Register.

Prior to the FDCRA Workshop, the Designer will review the Risk Register for any previously identified risks and strategies and will incorporate and refine applicable risk response strategies and action plans.

As a minimum, the following Final Design activities must be developed enough to conduct the FDCRA Workshop:

Complete Horizontal/Vertical Geometry (4210), Conduct Geotechnical Foundation, Roadway and Rock Slope Design (4320), Prepare Final Structures Documents (4160), Incorporate Utility Design in Contract Documents (4090), Develop Specifications (4280) & Develop Construction Schedule (4285).

The Designer reviews the results of the FDCRA Workshop for any final identified constructability or maintenance risks. Notify the PM to update the Risk Register if new risks, changes to existing risks, or risk response strategies are identified from the FDCRA Workshop. After receiving the results of the FDCRA Workshop, the Project Manager may request a meeting with the designer, CRAVE Unit, and members of the FDCRA Workshop Group to discuss incorporating the Group’s recommendations into related plans, details, estimates, special provisions, etc.

NOTE 1: At the discretion of the PMS/ERM/Senior Leadership, and with review of the active Risk Register, if this activity requires the need of an independent consultant review, that decision should be made as request as part of the Final Design Scope Statement.

NOTE 2: When a Limited Scope Final Design (LSFD), at the discretion of the PMS/ERM/Senior Leadership, and with review of the active Risk Register, those responsible may choose not to conduct a FDCRA Workshop. In that case, the Designer is to summarize the risks identified and response strategies and that information will be updated in the Risk Register and to advance to a Final Design Submission.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<u>Role Description</u>	
Responsible:	Designer, Project Manager, Construction Management
Consulted:	Construction Management, select SME's
Informed:	Project Manager
Activity Predecessor:	4220 SS with 10 Day Lag, 4235
Activity Successor:	4290
Activity Duration:	20
Product Produced:	Comments from Final Design Constructability Risk Analysis (FDCRA) Workshop
Related Guidance Document:	Risk Management Guideline

Complete Lighting Design (4230)

Utilizing the conceptual layout plans developed in Preliminary Engineering, the Designer prepares the lighting design plans and a Traffic Lighting Design Report as per the NJDOT Roadway Design Manual and Sample Plans. Resolve overhead and underground utility conflicts, and submit the lighting design plans, indicating areas of temporary lighting, if necessary, to the Bureau of Traffic Signal and Safety Engineering prior to the Final Design Submission.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Bureau of Traffic Signal and Safety Engineering
Informed:	Project Manager
Activity Predecessor:	4220 SS
Activity Successor:	4275, 4280, 4285, 4295
Activity Duration:	60
Product Produced:	Lighting Design Plans and Traffic Lighting Design Report
Related Guidance Document:	NJDOT Roadway Design Manual, NJDOT Sample Plans

Complete Final Design Systems Engineering Review Form (4235)

If additional Intelligent Transportation Systems (ITS) facilities have been proposed since the latest Systems Engineering Review Form (SERF) revision (either in Concept Development or Preliminary Engineering), revise the SERF and obtain approval from Mobility Operations (formerly Traffic Operations) prior to submitting it to Bureau of Mobility Engineering and Operations-ITS. Upon approval from Mobility Operations, the Designer submits the revised SERF to Mobility Engineering-ITS.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Bureau of Mobility Engineering and Operations-Mobility Operations (formerly Traffic Operations) and ITS
Informed:	Project Manager
Activity Predecessor:	4220 SS

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Successor:	4225, 4255
Activity Duration:	20
Product Produced:	Revised Systems Engineering Review Form (SERF)
Related Guidance Document:	ITS Interim Guidelines, SERF-Programmatic Instructions, SERF-Programmatic Template

Complete Traffic Signal, Signing and Striping Plans (4240)

The Designer prepares the traffic signal, electrical signal, signing and striping plans and signal timing schedule as per the MUTCD, NJDOT Roadway Design Manual and Sample Plans. Resolve overhead and underground utility conflicts. Prepare interim or temporary signal plans and submit to the Bureau of Traffic Signal and Safety Engineering (TSSE). If requested by TSSE, submit the plans for review prior to the Final Design Submission.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Bureau of Traffic Signal and Safety Engineering
Informed:	Project Manager
Activity Predecessor:	4220 SS
Activity Successor:	4275, 4280, 4285, 4295
Activity Duration:	60
Product Produced:	Traffic Signal, Signing and Striping Plans
Related Guidance Document:	MUTCD, NJDOT Roadway Design Manual, NJDOT Sample Plans

Prepare ITS Facilities Layout Plans (4250)

The Designer prepares ITS facilities layout plans for existing and proposed aerial and underground Intelligent Transportation Systems (ITS) facilities to aid in the development of the utility alternatives of accommodation.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Project Manager, Bureau of Mobility Engineering and Operations (ITS and Mobility Operations)
Informed:	NA
Activity Predecessor:	4010
Activity Successor:	4055 lag
Activity Duration:	20
Product Produced:	ITS Facilities Layout Plans
Related Guidance Document:	ITS Interim Guidelines, ITS Design Manual

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Complete ITS Facilities Plans (4255)

Based on the *Intelligent Transportation Systems* (ITS) facilities design prepared during Preliminary Engineering, the Designer completes the electrical and communications design work required for the construction plans. The ITS facilities plans include wiring schematics, interconnection drawings, equipment layout special details, any non-standard electrical details, fiber assignment diagrams and system block diagrams. Also submit the ITS related section of special provisions including material and equipment specifications and a separate cost estimate for proposed ITS facilities. If any ITS issues are identified, the Designer obtains NJDOT approval of the design recommendations. Include the ITS facilities plans and FD Systems Engineering Review Form (SERF) with the Final Design Submission.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Bureau of Mobility Engineering and Operations-ITS and Mobility Operations (formerly Traffic Operations), Office of
Informed:	Project Manager
Activity Predecessor:	4235
Activity Successor:	4275, 4280, 4285, 4295
Activity Duration:	60
Product Produced:	Intelligent Transportation Systems (ITS) Facilities Plans; ITS-related Section of Special Provisions including Material and Equipment Specifications and a Separate Cost Estimate for Proposed ITS Facilities
Related Guidance Document:	ITS Sample Plans, ITS Standard Details, ITS Interim Guidelines, ITS Design Manual

Complete Landscape Architectural Design (4265)

The Office of Landscape Architecture prepares final landscape architectural plans based on the conceptual landscape architectural plans. Prepare specifications and details and calculate final quantities and costs of all items. Submit plans and specifications to the Designer for inclusion in the Final Design Submission. All completed Landscape Design Plans need to be prepared, signed and sealed by a NJ licensed Landscape Architect.

<u>Role Description</u>	
Responsible:	Office of Landscape Architecture
Consulted:	Designer
Informed:	Designer, Project Manager
Activity Predecessor:	4450, 4550
Activity Successor:	4220 FF
Activity Duration:	100
Product Produced:	Final Landscape Architectural Plans
Related Guidance Document:	Roadway Design Manual, Bridges and Structures Design Manual

Procedures are subject to change without notice.

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Complete Drainage Design (4270)

The Designer completes the drainage design according to Roadway Design Manual – Drainage Chapter and the Quality Management Guideline. Make final revisions to drainage plans, if necessary, and prepare details and specifications for non-standard items; add drainage item quantities to plans and engineering cost estimate.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Hydrology and Hydraulics Unit
Informed:	Project Manager
Activity Predecessor:	4010
Activity Successor:	4315, 4272, 4350
Activity Duration:	30
Product Produced:	Final Drainage Design Plans
Related Guidance Document:	Drainage Design Manual, Quality Management Guideline

Review of completed Hydrologic and Hydraulics (H&H) Analysis (4272)

The Designer submits the Complete Hydrologic and Hydraulic Analysis (Activity 4310) and Complete Drainage Design (Activity 4270) to the Project Manager, and Hydrology and Hydraulics Unit for review and comment. Once all comments are addressed, the Hydrology and Hydraulics Unit coordinates the submission of the Flood Hazard Area Permit with any additional permits.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Project Manager, Hydrology and Hydraulics Unit
Informed:	NA
Activity Predecessor:	4310, 4270
Activity Successor:	4385
Activity Duration:	30
Product Produced:	Flood Hazard Area Permit with any Additional Permits
Related Guidance Document:	

Develop Construction Cost Estimate (4275)

The Designer develops the construction estimate utilizing the Construction Cost Estimating Guide.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Construction Management
Informed:	Project Manager
Activity Predecessor:	4230, 4240, 4255
Activity Successor:	4290

Procedures are subject to change without notice.

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Activity Duration:	15
Product Produced:	Construction Cost Estimate
Related Guidance Document:	Construction Cost Estimating Guide

Develop Specifications (4280)

The Designer develops input for the Special Provisions using guidance provided by the latest Baseline Document Changes and Standard Specifications. The Designer and PM review the Risk Register to incorporate applicable risk response strategies and action plans. The Designer updates the Risk Register for any changes to existing risks and strategies and submits to Project Manager.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Construction Management, Risk Management Support Group
Informed:	Project Manager
Activity Predecessor:	4230, 4240, 4255
Activity Successor:	4290
Activity Duration:	15
Product Produced:	Special Provisions; Updates to Risk Register
Related Guidance Document:	NJDOT Standard Specifications, Risk Management Guideline

Develop Construction Schedule (4285)

The Designer creates a construction schedule using Primavera and the Scheduling Manual for Design Projects. The Designer and PM review the Risk Register to incorporate applicable risk response strategies and action plans. The Designer updates the Risk Register for any changes to existing risks and strategies and submits to Project Manager.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Construction Management, Office of Schedule and Budget Management
Informed:	Project Manager
Activity Predecessor:	4230, 4240, 4255
Activity Successor:	4290
Activity Duration:	15
Product Produced:	Construction Schedule
Related Guidance Document:	Scheduling Manual for Design Projects, Risk Management Guideline

Prepare Final Design Submission Package (4290)

The Designer prepares the Final Design (FD) Submission package according to the Quality Management Guideline. The package should include:

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

- Transmittal letter indicating the distribution of all FD Submission deliverables
- Construction Job Number form (AC-1643)
- Designer FD Submission Certification
- Design Communications Report (DCR)
- Electronic Final Plans (pdf)
- Special Provisions - show all revisions required to the current Standard Input (SI)
- Construction Cost Estimate
- Construction Schedule with narrative
- Bureau of Construction Management (CM) lane miles and bridge information
- Risk Report (summarizes the completed Risk Register)

The Project Manager will decide, using the FD Scope Statement, which functional Subject Matter Expert (SME) units will be selected for the distribution of documents for review and comment. The construction Cost Estimate and Schedule will always be reviewed by Construction Management. The Designer prepares and sends the CM lane miles and bridge information to the Project Manager who forwards it to Bureau of CM.

If determined by the Project Manager, hold a Project Presentation Meeting and invite all selected units that will review the submission.

<u>Role Description</u>	
Responsible:	Designer, Project Manager
Consulted:	Project Manager, Subject Matter Experts
Informed:	Project Manager, Bureau of Construction Management, Subject Matter Experts
Activity Predecessor:	4275, 4280, 4285, 4225, 4324, 4585 FS, 4380 FF, 4295, 4666 FF (4090 for Limited Scope Projects)
Activity Successor:	4120 FF, 4800, 4805, 4810, 4815, 4855, 4850, 4860 (4800 for Limited Scope Projects)
Activity Duration:	20
Product Produced:	Final Design Submission Package
Related Guidance Document:	Quality Management Guideline, Risk Management Guideline

Obtain Pavement Specifications (4295)

The Designer coordinates with the Pavement Design Unit to obtain any required pavement specifications and inputs required for the project special provisions. The Pavement Design unit will provide the Designer with the required project pavement specifications, existing ride quality data and ride quality requirements. The Designer will include the pavement specifications into the project’s special provisions.

<u>Role Description</u>	
Responsible:	Designer

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Consulted:	Pavement Design Unit
Informed:	Project Manager
Activity Predecessor:	4220 lag, 4230, 4240, 4255
Activity Successor:	4290
Activity Duration:	10
Product Produced:	Pavement Specifications
Related Guidance Document:	NA

Submit Bridge Exemption Reaffirmation (4308)

The Coast Guard concurrence of the FHWA determination of the bridge exemption package is valid for five years from the date of the issued determination. If the construction project does not commence within this 5 year period, the designer will submit a reaffirmation package to the project manager who distributes it to the SVS for review. Upon SVS approval, the Project Manager signs and submits the reaffirmation package to the United States Coast Guard (USCG) District Bridge Office (DBO) or FHWA, depending on the source of the project funding and the type of exemption. The reaffirmation package shall include cover letter, original bridge permit exemption determination, updated plans, location map, and additional information requested by USCG.

<u>Role Description</u>	
Responsible:	Designer, Project Manager
Consulted:	Structural Value Solutions Unit
Informed:	Designer, Bureau of Landscape Architecture and Environmental Solutions, FHWA
Activity Predecessor:	4010
Activity Successor:	4312
Activity Duration:	30
Product Produced:	Bridge Exemption Package Reaffirmation Approval
Related Guidance Document:	Bridge Exemption Determination, Original Bridge Exemption Package

Complete Hydrologic & Hydraulic Analysis (4310)

The Designer completes the hydrologic and hydraulic stream analysis for all projects with a high potential of impacting flood elevations (e.g., change in hydraulic opening, creation or removal of obstruction, elevation of roadway, changes to piers, fill in floodway).

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Hydrology and Hydraulics Unit
Informed:	Project Manager
Activity Predecessor:	4010
Activity Successor:	4315, 4272

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Duration:	30
Product Produced:	Hydrologic & Hydraulic Analysis
Related Guidance Document:	Drainage Design Manual, RDM – Section 10, NJ Stormwater Best Management Practices Manual

Review and update Navigation Impact Report (4312)

The Designer reviews the existing Navigation Impact Report (NIR) and updates it, if necessary, based on new or recent navigation uses or changes in site conditions. If the report is updated, the Designer sends the updated NIR to the Project Manager who forwards it to the United States Coast Guard (USCG) District Bridge Office (DBO) for review and comment. Based upon the new information, the USCG DBO may update to the Preliminary Navigation Clearance Determination (PNCD). If so, the USCG DBO sends the updated PNCD to the Project Manger. The Project manger shares the updated PNCD with the Designer, BLAES and the Structural Value Solutions Unit.

<u>Role Description</u>	
Responsible:	Designer, Project Manager, United States Coast Guard District Bridge Office
Consulted:	Affected Stakeholders
Informed:	Bureau of Landscape Architecture and Environmental Solutions, Structural Value Solutions Unit
Activity Predecessor:	4308
Activity Successor:	4314
Activity Duration:	45
Product Produced:	Updated Navigation Impact Report, Updated Preliminary Navigation Clearance Determination
Related Guidance Document:	MOU/MOA between USCG and FHWA

Prepare USCG Bridge Permit Application (4314)

The Designer collects supporting information and prepares the required plans, engineering analysis, and environmental information according to current United States Coast Guard (USCG) standards and in coordination with the Structural Value Solutions Unit. The Designer prepares the draft USCG Bridge Permit Application and submits it to the Project manger who forwards it to the Structural Value Solutions Unit for review and comment. For movable bridges, the Project Manager forwards the draft USCG Bridge Permit Application to the NJDOT Movable Bridge Engineering Group for review and comment.

<u>Role Description</u>	
Responsible:	Designer, Project Manager, Structural Value Solutions Unit or Movable Bridge Engineering Group, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Affected Stakeholders
Informed:	Affected Stakeholders
Activity Predecessor:	4010, 4312

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Successor:	4316
Activity Duration:	45
Product Produced:	Draft USCG Bridge Permit Application
Related Guidance Document:	All environmental consultations done by BLAES must be secured and included as part USCG Bridge Permit Application before a bridge permit application is considered "complete". BLAES are responsible since they control the NOAA, USFWS, Section 106, and federal wetlands permit (Section 404) process and any required NJDEP coastal zone consistency and water quality certification, freshwater wetlands and/or flood hazard permits. Securing the environmental consultations controls the schedule.

Complete Final Bridge Analysis (4315)

The Designer performs scour calculations and incorporates countermeasures, if needed, in the structural design. The designer will secure all information and details necessary to perform scour analysis. Determine if proposed design is scour critical. If so, propose required scour countermeasures and incorporate these into structural design. Submit to Geotechnical Engineering Unit for review and approval.

The Designer will perform the Seismic Retrofit Analysis to determine a structure’s retrofit eligibility and cost effectiveness. Perform the analysis as per the NJDOT Bridges and Structures Design Manual. The final seismic retrofit features will be developed in conjunction with the SME. Submit recommendations with the Final Design Submission Package.

The Designer also prepares a Final Structure Appraisal and Design Report to document the final recommendations for the footprint of the bridge and details the project’s structural design approach. Submit the appraisal and report to BEIM for review and approval.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Bureau of Structural Design, Geotechnical Engineering Unit, Hydrology and Hydraulics Unit
Informed:	NA
Activity Predecessor:	4270, 4310
Activity Successor:	4320, 4385
Activity Duration:	40
Product Produced:	Final Structure Appraisal and Design Report
Related Guidance Document:	Bridges and Structures Design Manual

Revise and Submit USCG Bridge Permit Application (4316)

The Structural Value Solutions Unit or Movable Bridge Engineering Group reviews the draft USCG Permit Application and provide comments to the Project Manger who forwards them to the Designer. The Designer revises the draft application based on the comments and resubmits the application to the Project manger who forwards them to the Bureau of Structural Engineering. The Bureau of Structural Engineering submits the permit application to the United States Coast Guard District Bridge Office.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<u>Role Description</u>	
Responsible:	Structural Value Solutions Unit or Movable Bridge Engineering Group, Project Manager, Designer, Bureau of Structural Engineering
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4314
Activity Successor:	4318, 4395 FF
Activity Duration:	30
Product Produced:	USCG Bridge Permit Application Comments
Related Guidance Document:	

Conduct USCG Permit Completeness Review (4318)

The United States Coast Guard (USCG) District Bridge Office (DBO) reviews the permit application for completeness and notifies the Bureau of Structural Engineering within 30 days. The Bureau of Structural Engineering, with the support of the Designer, provides any necessary additional information as requested by the USCG DBO. The Bureau of Structural Engineering monitors the progress of the permit review.

<u>Role Description</u>	
Responsible:	United States Coast Guard District Bridge Office, Bureau of Structural Engineering, Designer
Consulted:	NA
Informed:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4316
Activity Successor:	4322
Activity Duration:	30
Product Produced:	USCG Completeness Review Comments
Related Guidance Document:	

Conduct Geotechnical Foundation Design(4320)

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

The Designer develops foundation recommendations and geotechnical assessments required to design the structure foundations. Conduct the geotechnical analysis and design for the structures foundations, analyzing the necessary items such as soil bearing capacity, pile bearing capacity, estimated pile tip elevation, required pile embedment, foundation settlement and foundation stability. Assess foundation constructability, pile drivability and other geotechnical foundation concerns. Prepare the Geotechnical Foundation Engineering Report and submit to the Geotechnical Engineering Unit.

<u>Role Description</u>	
Responsible:	Designer, Geotechnical Engineering Unit
Consulted:	Geotechnical Engineering Unit
Informed:	Project Manager
Activity Predecessor:	4315
Activity Successor:	4328
Activity Duration:	40
Product Produced:	Geotechnical Foundation Design Engineering Report
Related Guidance Document:	Bridges and Structures Design Manual

Secure USCG Bridge Permit (4322)

The United States Coast Guard (USCG) District Bridge Office (DBO) reviews the Bridge Permit Application contents for conformance and issues any comments as necessary. Upon receipt of USGC DBO comments, the Bureau of Structural Engineering, with the support of the Designer provides the requested information. Once all comments are addressed the USCG DBO issues the approved USCG Bridge Permit. Upon receipt of the approved permit, the Bureau of Structural Engineering distributes the permit to the Project Manager, the Bureau of Landscape Architecture and Environmental Solutions and the Designer to evaluate the conditions of the permit and determine the constructability of the project. Information from the USCG Bridge Permit conditions and restrictions must be incorporated into the contract documents, including the Bridge Maintenance Project Plan and Drawbridge Temporary Deviation Request (for movable bridges) which are not part of the permit conditions and should be requested upon receipt of the approved permit.

<u>Role Description</u>	
Responsible:	United States Coast Guard District Bridge Office, Bureau of Structural Engineering, Designer
Consulted:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Designer
Informed:	
Activity Predecessor:	4318, 4395 FF
Activity Successor:	4324, 4585
Activity Duration:	90
Product Produced:	USCG Bridge Permit

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Related Guidance Document: NJDOT Design Manual for Bridges and Structures

Secure Bridge Navigational Lighting Approval (4324)

Once the USCG Bridge Permit is secured, the Project Manager provides the Structural Value Solutions Unit with the approved Navigation Lighting plans by Movable Bridge Engineering Group. The Structural Value Solutions Unit forwards the package to the United States Coast Guard (USCG) District Bridge Office (DBO) for review and approval. The USCG DBO review period for the Navigation Lighting plan is 30 days. Only securing a bridge permit is required to begin construction; the Navigation Lighting plan review and approval takes place concurrently with other activities and is not a prerequisite to starting construction; however, the Navigation Lighting plan can only be submitted for review after the bridge permit is secured.

<u>Role Description</u>	
Responsible:	Project Manager, Structural Value Solutions Unit, Movable Bridge Engineering Group
Consulted:	Structural Value Solutions Unit, Designer, NJDOT Movable Bridge Unit
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4322
Activity Successor:	4290
Activity Duration:	45
Product Produced:	Bridge Navigational Lighting Approval
Related Guidance Document:	33 CFR Part 118

Conduct Roadway and Rock Slope Design (4325)

The Designer develops roadway geotechnical recommendations required for the design of roadway embankments and cuts. Conduct the geotechnical analysis and design for the roadway, considering necessary items such as slope stability, settlement, required ground improvement, and subsurface drainage. Assess roadway geotechnical constructability and other geotechnical concerns. Conduct geologic structural analysis, investigating possible failure modes and evaluating stability of proposed rock slopes. Submit the Roadway and Rock Slope Design Report to the Geotechnical Engineering Unit.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	NA
Informed:	Geotechnical Engineering Unit, Project Manager
Activity Predecessor:	4210
Activity Successor:	4326
Activity Duration:	30
Product Produced:	Roadway and Rock Slope Design Report

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Related Guidance Document:

Review Roadway and Rock Slope Design (4326)

The Geotechnical Engineering Unit reviews the Roadway and Rock Slope Design Report and provides comments or approval to the Designer and PM.

<u>Role Description</u>	
Responsible:	Geotechnical Engineering Unit
Consulted:	NA
Informed:	Project Manager, Designer
Activity Predecessor:	4325
Activity Successor:	4220
Activity Duration:	10
Product Produced:	Comments on the Roadway and Rock Slope Design Report
Related Guidance Document:	

Review Geotechnical Foundation Design (4328)

The Geotechnical Engineering Unit reviews the Roadway and Geotechnical Foundation Design Report and provides comments or approval to the Designer and PM.

<u>Role Description</u>	
Responsible:	Geotechnical Engineering Unit
Consulted:	NA
Informed:	Designer & PM
Activity Predecessor:	4320
Activity Successor:	4160, 4220
Activity Duration:	20
Product Produced:	Comments on the Roadway and Geotechnical Foundation Design Engineering Report
Related Guidance Document:	

Prepare Conceptual Wetlands Mitigation Plans (4350)

The Designer or Bureau of Landscape Architecture and Environmental Solutions (BLAES) develops various alternatives to mitigate wetland impacts. The Designer or BLAES prepares Conceptual Wetlands Mitigation Plans. If the Conceptual Wetlands Mitigation Plans are prepared by the Designer, submit the plans to BLAES for review.

Role Description

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	4210, 4270
Activity Successor:	4352
Activity Duration:	30
Product Produced:	Conceptual Wetlands Mitigation Plans
Related Guidance Document:	NJDEP Freshwater Wetlands Protection Act Rules

Review Conceptual Wetlands Mitigation Plans (4352)

If the Conceptual Wetlands Mitigation Plans are prepared by the Designer, BLAES reviews the plans and provides any comments to the designer.

<u>Role Description</u>	
Responsible:	BLAES
Consulted:	Designer
Informed:	Project Manager
Activity Predecessor:	4350
Activity Successor:	4375, 4385
Activity Duration:	15
Product Produced:	Comments on the Conceptual Wetlands Mitigation Plans
Related Guidance Document:	

Prepare Wetlands Monitoring Plan (4355)

If a wetlands monitoring plan was a permit approval condition, the Bureau of Landscape Architecture and Environmental Solutions executes a Task Order Agreement to monitor newly constructed wetlands to determine if they are successful. The work performed on each project will vary depending on the permit conditions.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Task Order Consultant
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	4396, 4376, 4380
Activity Successor:	4950
Activity Duration:	20
Product Produced:	Wetlands Monitoring Plan

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Related Guidance Document: NA

Prepare Final Wetlands Mitigation Plans (4375)

The Designer, with assistance from the Bureau of Landscape Architecture and Environmental Solutions (BLAES), develops construction plans and specifications that contain the grading, landscaping, hydrologic/hydraulic, and erosion control requirements. Any special conditions, such as seasonal work restrictions, agency notifications, progress reports, or fill disposal locations should be included in the final plans and specifications for the wetland mitigation work. In most cases, the wetland mitigation work will be done as part of the main highway project. However, there are some situations in which the mitigation work will be a separate contract, and the plans and specifications will have to contain all appropriate information needed to receive bids. All Final Wetland Mitigation Plans need to be prepared, signed and sealed by a NJ licensed Landscape Architect.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	4352
Activity Successor:	4376
Activity Duration:	100
Product Produced:	Final Wetlands Mitigation Plans
Related Guidance Document:	NJDEP Freshwater Wetlands Protection Act Rules

Review & Submit Final Wetlands Mitigation Plans (4376)

BLAES reviews and submits the Final Wetlands Mitigation Plans to the review agencies.

<u>Role Description</u>	
Responsible:	BLAES
Consulted:	Review Agencies
Informed:	Project Manager
Activity Predecessor:	4375
Activity Successor:	4380, 4385 FF (For Army Corps Permits), 4585, 4355
Activity Duration:	20
Product Produced:	Updated Final Wetland Mitigation Plans
Related Guidance Document:	

NJDEP Approves Final Wetland Mitigation Plans (4380)

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

NJDEP reviews the Final Wetland Mitigation Plans during a 60-calendar day review period. During the review period, the Bureau of Landscape Architecture and Environmental Solutions (BLAES), with support from the Designer and the Project Manager, may respond to review agency requests for additional information or for clarification of the Final Wetland Mitigation Plans. NJDEP approves the Final Wetland Mitigation Plans and provides notice to BLAES. The approved Final Wetland Mitigation Plans are included in the contract documents.

<u>Role Description</u>	
Responsible:	NJDEP, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Project Manager, Designer
Informed:	Project Manager
Activity Predecessor:	4395, 4376, 4396
Activity Successor:	4290 FF, 4585 FF, 4355
Activity Duration:	40
Product Produced:	Approved Final Wetland Mitigation Plans
Related Guidance Document:	NJDEP Freshwater Wetlands Protection Act Rules

Prepare Permit Application (4385)

The Designer and Bureau of Landscape Architecture and Environmental Solutions (BLAES) collects supporting information and prepares required plans, engineering analysis, and environmental reports according to the current standards of the applicable permitting agency. If the Designer prepares the permit application, submit the draft application to the Division of Project Management (DPM) Project Manager and BLAES for review. Flood Hazard Area permit applications and permits applications that address stormwater management are submitted to the Hydrology and Hydraulics Unit. Army Corps permits may require Final Wetland Mitigation Plans to be submitted as part of the permit application.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Regional Maintenance Engineer, Hydrology and Hydraulics Unit
Informed:	Project Manager
Activity Predecessor:	4376 FF (For Army Corps Permits), 4272, 4315, 4352
Activity Successor:	4390
Activity Duration:	25
Product Produced:	Draft Permit Application
Related Guidance Document:	Permitting Agency Regulations

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Review & Submit Permit Application (4390)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) and the Hydrology and Hydraulics Unit (if applicable) review the draft permit application before submitting the application to the applicable permitting agency. The Designer or BLAES revises the draft application based on the comments and resubmits the application to BLAES. BLAES submits the permit application to the appropriate permitting agency.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Regional Maintenance Engineer, Hydrology and Hydraulics Unit, Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Regional Maintenance Engineer, Hydrology and Hydraulics Unit
Informed:	Project Manager
Activity Predecessor:	4385
Activity Successor:	4395
Activity Duration:	35
Product Produced:	Final Permit Application
Related Guidance Document:	Permitting Agency Regulations

Secure Permits (4395)

The permitting agency reviews the permit application for completeness and notifies the Bureau of Landscape Architecture and Environmental Solutions (BLAES). BLAES E-Team and BLAES Hydrology and Hydraulics Unit, with the support of the Designer, provide any necessary additional information as requested by the permitting agency. BLAES staff monitor the progress of the permitting agency review. Upon receipt of permitting agency comments, BLAES staff, with the support of the Designer, revise the application as necessary.

Upon receipt of the approved permit, BLAES distributes the permit to the Project Manager. The Project Manager then provides permit conditions to Designer to be incorporated into the Environmental Plans.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Hydrology and Hydraulics Unit, Designer, Permitting Agencies
Consulted:	Bureau of Landscape Architecture and Environmental Solutions, Hydrology and Hydraulics Unit, Project Manager, Regional Construction Engineer, Designer
Informed:	Project Manager
Activity Predecessor:	4390, 4316 FF
Activity Successor:	4380, 4322 FF, 4395 FF, 4396
Activity Duration:	90
Product Produced:	Approved Permit
Related Guidance Document:	Permitting Agency Regulations

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Review Permit Conditions (4396)

Upon receipt of the approved permit, BLAES distributes the permit to the Project Manager, Designer to evaluate the conditions of the permit and determine if there are impacts to the constructability of the project or if they require changes to the contract documents.

<u>Role Description</u>	
Responsible:	BLAES
Consulted:	Project Manager, Designer
Informed:	NA
Activity Predecessor:	4395
Activity Successor:	4585, 4380, 4355 (if applicable)
Activity Duration:	10
Product Produced:	Potential Impacts to the Constructability of the Project
Related Guidance Document:	

Prepare Soil Erosion and Sediment Control Report, Plans and Specifications(4410)

The Designer prepares the Soil Erosion and Sediment Control (SESC) Report, which identifies the areas requiring temporary and permanent erosion control and identifies the type of controls to be most effective. The Designer will include field investigations, drainage survey, total area of disturbance, and identification of soil types; soil loss and drainage erosion calculations in the report, and recommend SESC controls or features. For projects stripping topsoil, include depth of A Horizon for soil types and preliminary topsoil analysis test results (pH, organic content, gradation, particle size, and salinity).

The Designer also prepares the SESC Plans based on engineering/design need incorporating the controls and features identified in the SESC report. Develop SESC specifications and prepare the engineering construction cost estimate. Submit the SESC Report and Plans to the Bureau of Landscape Architecture and Environmental Solutions for review and comment.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	4210
Activity Successor:	4430
Activity Duration:	40
Product Produced:	Soil Erosion and Sediment Control (SESC) Report; Soil Erosion and Sediment Control (SESC) Plans
Related Guidance Document:	Soil Erosion and Sediment Control Manual

Review Soil Erosion and Sediment Control Report and Plans (4430)

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews the Soil Erosion and Sediment Control (SESC) Report and Plans for conformity with the NJDOT SESC Manual. BLAES visits project site to verify need and type of erosion control. BLAES prepares and submits comments to the Designer for corrections or modifications. The Designer resubmits the corrected or modified plans with the Final Design Submission.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Designer
Consulted:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	4410
Activity Successor:	4585
Activity Duration:	20
Product Produced:	Updated Soil Erosion and Sediment Control (SESC) Report and Plans
Related Guidance Document:	Soil Erosion and Sediment Control Manual

Submit Reforestation Application (4440)

The Office of Landscape Architecture (OLA) prepares the Reforestation Application as outlined in the New Jersey Department of Environmental Protection (NJDEP) No Net Loss Reforestation Act Program Guidelines. All completed Reforestation Plans need to be prepared, signed and sealed by a NJ licensed Landscape Architect. OLA submits the Reforestation Application to the NJDEP Division of Parks and Forestry for review and approval.

<u>Role Description</u>	
Responsible:	Office of Landscape Architecture
Consulted:	Project Manager, Designer
Informed:	Project Manager, Designer
Activity Predecessor:	4210
Activity Successor:	4450
Activity Duration:	40
Product Produced:	Reforestation Application
Related Guidance Document:	NJDEP No Net Loss Reforestation Act Program Guidelines

NJDEP Reviews Reforestation Application (4450)

The NJDEP Division of Parks and Forestry reviews the Reforestation Application and provides comments to the Office of Landscape Architecture (OLA) if necessary. Once comments are addressed and the Reforestation Application is resubmitted, the Division of Parks and Forestry makes recommendations to the Community Forestry Council for approval. Once the Community Forestry Council approves the Reforestation Application, the Division of Parks and Forestry provides written approval to the Project

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Manager and the OLA.

<u>Role Description</u>	
Responsible:	NJDEP Division of Parks and Forestry, Community Forestry Council
Consulted:	Office of Landscape Architecture
Informed:	Project Manager, Office of Landscape Architecture
Activity Predecessor:	4440
Activity Successor:	4265
Activity Duration:	60
Product Produced:	Approved Reforestation Application
Related Guidance Document:	NJDEP No Net Loss Reforestation Act Program Guidelines

Conduct Contamination Site Investigation (Initial Sampling) (4520)

Based on the findings from the hazardous waste screening prepared for the environmental document, the Designer conducts an investigation at all sites with contamination concerns to determine the presence of contamination. The investigation will include the development and implementation of a sampling plan to assess the presence of contamination at all sites of concern. The Designer conducts the sampling and prepares a Site Investigation (SI) Report. If contamination levels are above the NJDEP soil remediation standards, the Designer must hire a Licensed Site Remediation Professional (LSRP) to oversee the management of contamination encountered during the linear construction project as required by the NJDEP Site Remediation Program and to submit the Linear Construction Project (LCP) Notification and Final Report Form.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions, Licensed Site Remediation Professional
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	NJDEP, Property Owners, Project Manager
Activity Predecessor:	4010
Activity Successor:	4522
Activity Duration:	70
Product Produced:	Contamination Site Investigation Sampling Plan; Site Investigation (SI) Report
Related Guidance Document:	NJDEP Site Remediation Program Linear Construction Technical Guidance, Hazardous Waste Scope of Work Document, Linear Construction Project (LCP) Notification and Final Report Form

Review and Approve Contamination Site Investigation Sampling Plan (4522)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews and approves the sampling plan and issues a Notice of Intent to Enter to the owners of the affected properties. BLAES reviews and approves the SI Report and provides the approved SI Report to the appropriate property owners notifying them of the findings.

Role Description

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Responsible:	BLAES
Consulted:	NA
Informed:	Appropriate Property Owners, Project Manager
Activity Predecessor:	4520
Activity Successor:	4540
Activity Duration:	10
Product Produced:	Approved Contamination Site Investigation Plan; Site Investigation (SI) Report; Notice of Intent to Enter
Related Guidance Document:	

Conduct Remedial Investigation (Delineation Sampling) (4540)

Depending on the findings of the Site Investigation Report, a Licensed Site Remediation Professional (LSRP) may be required to conduct a remedial investigation (delineation sampling) of the contaminated properties to determine the extent of contamination identified in the Site Investigation Report. The remedial investigation will include the development and implementation of a detailed sampling plan at sites with additional contamination concerns. The LSRP conducts the delineation sampling and prepares a Remedial Investigation (RI) Report.

Role Description

Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions, Licensed Site Remediation Professional
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Property Owners, Project Manager
Activity Predecessor:	4522
Activity Successor:	4542
Activity Duration:	35
Product Produced:	Remedial Investigation Sampling Plan; Remedial Investigation (RI) Report
Related Guidance Document:	NJDEP Site Remediation Program Linear Construction Technical Guidance, Hazardous Waste Scope of Work Document

Review and Approve Remedial Investigation Sampling Plan (4542)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) reviews and approves the detailed sampling plan and issues a Notice of Intent to Enter to the owners of the affected properties. BLAES reviews and approves the RI report and provides the approved RI Report to the appropriate property owners notifying them of the findings.

Role Description

Responsible:	BLAES
Consulted:	NA
Informed:	Appropriate Property Owners, Project Manager
Activity Predecessor:	4540

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Successor:	4570, 4590
Activity Duration:	10
Product Produced:	Approved Remedial Investigation Sampling Plan; Notice of Intent to Enter; Approved Remedial Investigation (RI) Report
Related Guidance Document:	

Develop Cultural Resources Mitigation Measures (4550)

Based on the cultural resources commitments documented in the State Historic Preservation Office (HPO/SHPO) Resolution/Memorandum of Agreement, the Designer, Bureau of Landscape Architecture and Environmental Solutions (BLAES) and Project Manager consult with the HPO/SHPO to develop the cultural resources mitigation design measures to incorporate in the project design plans and specifications. The Designer prepares any required cultural resources mitigation reports (e.g., Historic American Engineering Record) and submits to BLAES for review and approval. The Designer revises the reports in response to comments from BLAES.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions, Project Manager
Consulted:	State Historic Preservation Office/Officer
Informed:	Project Manager
Activity Predecessor:	4210
Activity Successor:	4265, 4552
Activity Duration:	80
Product Produced:	Required Cultural Resources Mitigation Report(s)
Related Guidance Document:	HPO/SHPO Resolution/Memorandum of Agreement

Review, approve and Distribute Cultural Resources Report (4552)

BLAES reviews and approves the mitigation reports and sends the approved report to the appropriate agencies and interested parties once any comments have been addressed by the Designer.

<u>Role Description</u>	
Responsible:	BLAES
Consulted:	Designer
Informed:	Applicable Stakeholders
Activity Predecessor:	4550
Activity Successor:	4220 lag 10 days
Activity Duration:	20
Product Produced:	Approved Cultural Resources Mitigation Report(s)
Related Guidance Document:	

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Prepare Material Management Plan (4570)

The Licensed Site Remediation Professional (LSRP), in consultation with the Bureau of Landscape Architecture and Environmental Solutions (BLAES), prepares a Material Management Plan to provide a set of procedures to be employed when contaminated soil and/or groundwater are encountered during construction activities within the proposed project limits. The LSRP and BLAES evaluate the sampling results and determine the best management method. The Designer submits the Material Management Plan to BLAES for review and acceptance.

The Designer, in consultation with the LSRP and BLAES, prepares the environmental plan sheets and specifications for incorporation into the overall project plans.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions, Licensed Site Remediation Professional
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	4542
Activity Successor:	4572
Activity Duration:	20
Product Produced:	Material Management Plan
Related Guidance Document:	NJDEP Site Remediation Program Linear Construction Technical Guidance, Hazardous Waste Scope of Work Document

Review and Approve Material Management Plan (4572)

BLAES reviews and accepts the Material Management Plan submitted by the Designer.

<u>Role Description</u>	
Responsible:	BLAES
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	4570
Activity Successor:	4585
Activity Duration:	10
Product Produced:	Approved Material Management Plan
Related Guidance Document:	

Complete Environmental Plans (4585)

The Designer, in consultation with the Bureau of Landscape Architecture and Environmental Solutions (BLAES), prepares the environmental plan sheets, incorporating environmental constraints, impacts, mitigation, commitments and permit conditions into the contract documents.

<u>Role Description</u>	
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Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager
Activity Predecessor:	4430, 4572, 4376, 4396, 4322, 4380 FF
Activity Successor:	4290 FS
Activity Duration:	20
Product Produced:	Environmental Plan Sheets
Related Guidance Document:	NJDOT Sample Plans

Prepare PAECE Report (4590)

The Designer prepares a Property Acquisition Environmental Cost Estimate (PAECE) report based upon the data obtained in the Site Investigation and Remedial Investigation for each right of way (ROW) parcel where there are remedial costs. The PAECE Report includes all of NJDOT’s investigative and remedial costs. The Designer submits the PAECE Report to the Bureau of Landscape Architecture and Environmental Solutions (BLAES) for review and comment and updates the PAECE Report in accordance with BLAES comments.

<u>Role Description</u>	
Responsible:	Designer, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Right of Way District Office, Project Manager
Activity Predecessor:	4542
Activity Successor:	4592
Activity Duration:	25
Product Produced:	Property Acquisition Environmental Cost Estimate (PAECE) Report
Related Guidance Document:	Hazardous Waste Scope of Work Document

Review PAECE Report (4592)

BLAES reviews and provides comments or approves the PAECE Report and prepares the Environmental Summary Memorandum (ESM). The ESM provides costs from the PAECE Report and indicates the appropriate environmental clause to be used in the acquisition agreement. Once BLAES forwards the PAECE Report and ESM to the appropriate ROW District Office, the negotiations with the property owner can begin.

<u>Role Description</u>	
Responsible:	BLAES
Consulted:	NA

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Informed:	ROW District Office, Project Manager
Activity Predecessor:	4590
Activity Successor:	4670 lag
Activity Duration:	15
Product Produced:	Environmental Summary Memorandum (ESM)
Related Guidance Document:	

Update Title Search (4624)

Any changes in title will be reflected in the Final ROW Submission

<u>Role Description</u>	
Responsible:	Designer or NJDOT Right of Way Title Unit
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	4010
Activity Successor:	4625, 4635 SS Lag 25 days
Activity Duration:	35
Product Produced:	Updated Title Search Document
Related Guidance Document:	

Prepare Final ROW Submission (4625)

The Designer resolves all comments and incorporates the changes within the Final Right of Way (ROW) Submission and submits to ROW Technical Support.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Division of Right of Way and Access Management
Informed:	Project Manager
Activity Predecessor:	4624, 4635
Activity Successor:	4626 4630
Activity Duration:	15
Product Produced:	Final ROW Submission
Related Guidance Document:	Right of Way Non Real Estate Report Format Guidelines, Right of Way Design Guideline, Right of Way Engineering Manual

Update ROW Estimate (4626)

The Project Manager requests the Division of Right of Way (ROW) and Access Management to update the preliminary ROW Estimate if there have been significant changes in the number of parcels or amount of ROW to be acquired for the project based on the Final ROW Submission; inclusive of potential sites for reforestation, wetland and riparian buffer mitigation, environmental mitigation parcels identified during FD.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

The Division of ROW and Access Management will develop the estimate and send to the Project Manager. Once finalized, the ROW will request additional funding as needed.

<u>Role Description</u>	
Responsible:	Project Manager, Division of Right of Way and Access Management
Consulted:	NA
Informed:	NA
Activity Predecessor:	4625
Activity Successor:	4628
Activity Duration:	10
Product Produced:	Updated Preliminary ROW Estimate
Related Guidance Document:	

Distribute Final ROW Submission (4628)

ROW Technical Support distributes the ROW plans and documents to the appropriate units and offices and consults with the ROW District Office and Subject Matter Experts (SME) as needed.

<u>Role Description</u>	
Responsible:	ROW Technical Support Unit
Consulted:	ROW District Office and Subject Matter Experts
Informed:	Project Manager
Activity Predecessor:	4626
Activity Successor:	4670
Activity Duration:	10
Product Produced:	Final ROW Plans and Documents for SMEs
Related Guidance Document:	

Process Final ROW Submission (4630)

Right of Way (ROW) Technical Support inputs data within a ROW database and distributes the Final ROW Submission to the appropriate NJDOT service areas per the ROW Design Guideline and ROW Engineering Manual.

<u>Role Description</u>	
Responsible:	Right of Way Technical Support
Consulted:	Project Manager
Informed:	Project Manager

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Predecessor:	4625
Activity Successor:	4670
Activity Duration:	15
Product Produced:	Updated Final ROW Submission
Related Guidance Document:	Right of Way Non Real Estate Report Format Guidelines, Right of Way Design Guideline, Right of Way Engineering Manual

Hold ROW Acquisition Meeting (4635)

The Project Manager schedules a meeting with the assigned ROW District Executive Regional Manager. The Project Manager and the Designer present the project’s scope and discuss the details of ROW acquisitions. The purpose of the meeting is to introduce the project to the ROW District’s Acquisition Team and discuss ROW acquisition in detail with appropriate SME’s present. This provides the ROW District’s Acquisition Team with a comprehensive understanding of the project’s purpose and need and impacts of proposed roadway improvements.

<u>Role Description</u>	
Responsible:	Division of Right of Way and Access Management, Project Manager, Designer
Consulted:	Project Manager
Informed:	Designer
Activity Predecessor:	4624 SS w/ 25 day lag
Activity Successor:	4625
Activity Duration:	10
Product Produced:	Meeting Minutes from ROW Acquisition Meeting
Related Guidance Document:	NA

Perform Asbestos Survey (4665)

Perform an Asbestos Survey on all buildings which are scheduled for demolition in a given project.

The Right of Way (ROW) District Office notifies the Project Manager that an asbestos survey is necessary. Utilizing the Asbestos Survey/Remediation Requests Instructions, the Project Manager notifies Bureau of Landscape Architecture and Environmental Solutions (BLAES) to perform an asbestos survey when the property in question has been acquired or a Right of Entry has been obtained.

BLAES arranges to have the asbestos survey performed by an Asbestos Remediation Consultant (ARC). The ARC performs the asbestos survey and sends the findings to BLAES. If asbestos remediation is necessary, BLAES instructs the ARC to submit a fee proposal to prepare the removal plans and specifications to be used in the construction contract and to prepare an Air Monitoring Program to be performed by the ARC during the contractor’s asbestos removal.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

The ARC prepares the plans and specifications for all asbestos remediation necessary for the construction contract and forwards them to BLAES. BLAES reviews the remediation plans and specifications and forwards to the Project Manager who will send them to the Designer for inclusion in the special provisions of the contract documents. The Designer includes the asbestos remediation task as a separate pay item (fixed-price) in the contract documents titled “Removal of Asbestos” and provides the estimated cost as supplied by the ARC.

<u>Role Description</u>	
Responsible:	Right of Way District Office, Project Manager, Program Systems Management, Asbestos Remediation Consultant, Designer
Consulted:	Project Manager
Informed:	Designer
Activity Predecessor:	4670 lag
Activity Successor:	4666 SS
Activity Duration:	40
Product Produced:	Findings from Asbestos Survey; Plans and Specifications for Asbestos Remediation, if necessary
Related Guidance Document:	Management of Asbestos-Containing Material Guideline, Asbestos Survey/Remediation Requests Instructions

Demolition Contracts or Agreements (4666)

Demolition of structures on parcels acquired significantly in advance of the construction contract. The demolition may be performed through a DOT contract or an agreement with a County or Municipality.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	4665 SS
Activity Successor:	4290 FF
Activity Duration:	40
Product Produced:	Demolition Contracts or Agreements
Related Guidance Document:	

Acquire ROW (4670)

After receipt of the Final Right of Way (ROW) Submission, the ROW District Executive Regional Manager assigns a ROW acquisition team. In general, this activity duration will be at least 14 months for a project with no relocations and at least 18 months where relocations are required. Projects involving complex relocations or a high number of acquisitions may take longer. The Project Manager coordinates

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the project specific duration of this activity with the ROW District Executive Regional Manager.

The ROW acquisition team leader coordinates the preparation and mailing of owner notification letters and relocation site surveys. The ROW acquisition team leader coordinates the preparation of an appraisal plan, the ordering of appraisals, appraisal reviews and appraisal registrations. Appraisals may be performed by in-house staff or by an appraisal consultant.

The ROW acquisition team leader assigns the negotiation cases as well as any relocation cases necessary. The ROW acquisition team conducts negotiations, reaches agreements or processes the case for condemnation and completes any relocation necessary. Upon completion of negotiations, the ROW District Office sends the agreements or condemnation cases to ROW Technical Support for review and funding verification.

ROW Technical Support forwards the agreements or condemnation cases to the Director of ROW and Access Management. The Director of ROW and Access Management authorizes the agreement or condemnation action and sends the cases to the ROW Closing Unit.

For all cases, the ROW Closing Unit verifies and updates each parcel title. For agreement cases, the ROW Closing Unit prepares a deed and sends to the Deputy Attorney General (DAG) for review and approval. Upon approval, the deed and associated documents are sent to the owner for signature. Once the signed documents are returned, the ROW Closing Unit records the deed and processes payment for the acquired property.

For condemnation cases, the ROW Closing Unit sends the case documents to the DAG for review and comment. Upon receipt of DAG comments, the ROW Closing Unit notifies the Project Manager of potential revisions, condemnation maps and documents. The ROW Closing Unit prepares the formal complaint and associated documents for filing with the Superior Court for eventual condemnation and acquisition.

The Director of ROW and Access Management issues a ROW Clearance Letter when all properties are acquired and all relocations are completed.

<u>Role Description</u>	
Responsible:	Director of Right of Way and Access Management, Right of Way District Office, Right of Way Acquisition Team, Right of Way Technical Support, ROW Closing Unit, Deputy Attorney General, Project Manager
Consulted:	Project Manager
Informed:	Project Manager, Designer
Activity Predecessor:	4630 4592 lag, 4628
Activity Successor:	4665 lag, 4675
Activity Duration:	300
Product Produced:	ROW Clearance Letter
Related Guidance Document:	Right of Way Manual

ROW Availability (4675)

The point that signals the Right of Way process has been completed. All properties have been acquired.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

(Milestone)

Activity Predecessor:	4670, 4775, 4840 FF
Activity Successor:	4875

Prepare Green Acres Pre-Application (4720)

The Bureau of Landscape Architecture and Environmental Solutions prepares the Green Acres Pre-Application with the support of the Designer and the Division of Right of Way and Access Management and submits to the owner/applicant. The applicant is typically either a municipality or county, unless the diversion land is owned by the State. Requirements for the Green Acres Pre-Application can be found in the Pre-Application Checklist listed at www.nj.gov/dep/greenacres. Completion of the pre-application in no way grants any approval for the proposed diversion project.

Note: For major Green Acres diversions or disposals, a public hearing is necessary prior to the submission of the pre-application to the Green Acres Program.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Division of Right of Way and Access Management, Project Manager, Designer
Informed:	NA
Activity Predecessor:	4010
Activity Successor:	4725, 4780
Activity Duration:	40
Product Produced:	Green Acres Pre-Application
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Owner Submits Green Acres Pre-Application (4725)

The owner/applicant reviews the pre-application and submits it to the Green Acres Program for review.

<u>Role Description</u>	
Responsible:	Owner/Applicant
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4720
Activity Successor:	4730
Activity Duration:	30
Product Produced:	Updated Green Acres Pre-Application
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Obtain Resolution of Support for Green Acres Pre-Application (4730)

A resolution of support from the owner/applicant (governing body) must be received as part of the pre-application.

<u>Role Description</u>	
Responsible:	Owner/Applicant
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager, Designer
Activity Predecessor:	4725
Activity Successor:	4735
Activity Duration:	30
Product Produced:	Resolution of Support for Green Acres Pre-Application
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

NJDEP Reviews Green Acres Pre-Application (4735)

The NJDEP Green Acres Program must approve the pre-application before granting approval to submit the final application. The pre-application should be submitted at least seven (7) days before the first Tuesday of the month, to be considered for review during that month by an internal Green Acres committee. The Green Acres Program will notify the applicant in writing whether the applicant may proceed with the final application.

<u>Role Description</u>	
Responsible:	Green Acres Program
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4730
Activity Successor:	4740
Activity Duration:	20
Product Produced:	NJDEP Green Acres Program Approval of Pre-Application
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Prepare Green Acres Final Application (4740)

The Bureau of Landscape Architecture and Environmental Solutions prepares the Green Acres Final Application with the support of the Designer and the Division of Right of Way and submits to the owner/applicant. Requirements for the Green Acres Final Application can be found in the Final Application Checklist listed at www.nj.gov/dep/greenacres. If Green Acres Planting Plans are required, they need to be prepared, signed and sealed by a NJ licensed Landscape Architect. The final application must be submitted to Green Acres 75 days before the State House Commission meeting.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Division of Right of Way, Designer
Informed:	Project Manager
Activity Predecessor:	4735, 4780 FF
Activity Successor:	4745
Activity Duration:	20
Product Produced:	Green Acres Final Application
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Owner Submits Green Acres Final Application (4745)

The owner/applicant reviews the final application and submits it to the NJDEP Green Acres Program. The Green Acres Program will review the final application and determine if it is complete for the public hearing.

<u>Role Description</u>	
Responsible:	Owner/Applicant
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4740
Activity Successor:	4750
Activity Duration:	30
Product Produced:	Updated Green Acres Final Application
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Hold Green Acres Public Hearing (4750)

The owner/applicant, with support from the Bureau of Landscape Architecture and Environmental Solutions (BLAES), holds a public hearing as required for all projects where Green Acres land is diverted or disposed. The Project Manager notifies the Division of Community and Constituent Relations to schedule and hold a public hearing and provide an advanced notice of the hearing. Advance notice of the hearing must be published within local newspapers, and a sign shall be posted on the affected Green Acres parcel. BLAES includes written comments and the public hearing transcript as part of the final application supplemental information.

Role Description

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Responsible:	Owner/Applicant, Project Manager, Bureau of Landscape Architecture and Environmental Solutions, Division of Community and Constituent Relations
Consulted:	Designer
Informed:	NA
Activity Predecessor:	4745
Activity Successor:	4755
Activity Duration:	40
Product Produced:	Written Comments; Public Hearing Transcript
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Obtain Resolution of Support for Green Acres Final Application (4755)

Obtain a resolution of support from the owner/applicant (governing body) and include within the final application after the public hearing.

<u>Role Description</u>	
Responsible:	Owner/Applicant
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Project Manager, Designer
Activity Predecessor:	4750
Activity Successor:	4760
Activity Duration:	30
Product Produced:	Resolution of Support for Green Acres Final Application
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Submit Green Acres Final Application Supplemental Information (4760)

The Bureau of Landscape Architecture and Environmental Solutions submits proof of a public hearing notice and a transcript of the public hearing minutes to the owner/applicant. The owner/applicant submits this information and the resolution of support to the NJDEP Green Acres Program to complete the final application.

<u>Role Description</u>	
Responsible:	Owner/Applicant, Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Project Manager

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Predecessor:	4755
Activity Successor:	4765
Activity Duration:	20
Product Produced:	Final Application Supplemental Information
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

NJDEP Reviews Green Acres Final Application (4765)

The NJDEP Green Acres Program reviews the final application before recommending it for approval to the State House Commission. The final application must be submitted to the NJDEP Green Acres Program at least 75 calendar days before the State House Commission meeting.

Permission to submit a final application does not constitute approval for the proposed diversion project. Final approval of an application to divert encumbered parkland may only be granted by the NJDEP Commissioner and the State House Commission.

<u>Role Description</u>	
Responsible:	Green Acres Program
Consulted:	Bureau of Landscape Architecture and Environmental Solutions
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4760
Activity Successor:	4770
Activity Duration:	50
Product Produced:	NJDEP Green Acres Program Recommendation to Submit Final Application to the State House Commission
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Obtain State House Commission Approval (4770)

Once the NJDEP Green Acres Program approves the final application, it will get placed on the agenda of the State House meeting, which only occurs quarterly. The State House Commission usually meets on or about the 15th of March, June, September, and December. These dates are to be used ONLY as guidelines. Once the State House Commission has granted approval, the Green Acres parcels may be acquired.

<u>Role Description</u>	
Responsible:	Green Acres Program, State House Commission
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4765
Activity Successor:	4775

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Duration:	20
Product Produced:	Approval from State House Commission
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Acquire Green Acres Parcels (4775)

After receipt of State House Commission approval, the Bureau of Landscape Architecture and Environmental Solutions notifies the Right of Way (ROW) District Executive Regional Manager that Green Acres parcels can be acquired. The ROW District Executive Regional Manager assigns a ROW acquisition team. The ROW acquisition team executes an agreement with the property owner. Upon execution of an agreement, the ROW District Office sends the agreement to ROW Technical Support for review and funding verification.

ROW Technical Support forwards the agreement to the Director of ROW and Access Management. The Director of ROW and Access Management authorizes the agreement and sends the cases to the ROW Closing Unit.

The ROW Closing Unit verifies and updates each parcel title. The ROW Closing Unit prepares a deed and sends to the Deputy Attorney General for review and approval. Upon approval, the deed and associated documents are sent to the owner for signature. Once the signed documents are returned, the ROW Closing Unit records the deed and processes payment for the acquired property.

<u>Role Description</u>	
Responsible:	Director of Right of Way and Access Management, Right of Way District Office, Right of Way Acquisition Team, ROW Closing Unit, Right of Way Technical Support, Deputy Attorney General, Project Manager
Consulted:	NA
Informed:	Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	4770
Activity Successor:	4675
Activity Duration:	100
Product Produced:	Agreements with Property Owners; Signed Deeds
Related Guidance Document:	NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Obtain Green Acres Compensation Appraisal (4780)

The Bureau of Landscape Architecture and Environmental Solutions (BLAES) informs the Project Manager that an appraisal is required for any Green Acres parcels and any replacement parcels to be acquired. The Project Manager notifies the Right of Way (ROW) District Office to obtain an appraisal. Appraisals may be performed by in-house staff or by an appraisal consultant. The ROW District Office provides the Project Manager with the Green Acres parcel appraisal to forward to BLAES for use in preparing the Green Acres Final Application.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions, Right of Way District Office, Project Manager
Consulted:	Right of Way District Office, Designer
Informed:	Designer
Activity Predecessor:	4720
Activity Successor:	4740 FF
Activity Duration:	40
Product Produced:	Green Acres Compensation Appraisal
Related Guidance Document:	Right of Way Manual, NJDEP Green Acres Program, NJDEP Green Acres Regulations (N.J.A.C 7:36)

Prepare Financial Plan (Major Projects) (4785)

The Project Manager prepares a Financial Plan for Major Projects, as required by FHWA regulations. As per FHWA regulations, a Financial Plan must be completed for a project that is estimated to have a total cost of \$100,000,000 or more. The Financial Plan is submitted to FHWA for review and comment for a project with a total cost between \$100,000,000 and \$500,000,000. The Financial Plan is submitted to FHWA for review and approval for a project with a total cost of greater than \$500,000,000.

Annual updates to the Financial Plan are required until the project has completed construction.

<u>Role Description</u>	
Responsible:	Project Manager
Consulted:	Executive Regional Manager, FHWA, Designer
Informed:	NA
Activity Predecessor:	4010
Activity Successor:	4870
Activity Duration:	40
Product Produced:	Financial Plan for Major Projects
Related Guidance Document:	FHWA Financial Plan Guidance

Update Project Management Plan (Major Projects) (4790)

Role Description

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Responsible:	Designer, Project Manager, FHWA, Subject Matter Experts
Consulted:	Executive Regional Manager, FHWA, Designer
Informed:	NA
Activity Predecessor:	4010
Activity Successor:	4870
Activity Duration:	40
Product Produced:	FHWA Approval of Project Management Plan for Major Projects
Related Guidance Document:	FHWA Project Management Plan Guidance

If significant changes have occurred to the project scope or management approach since the Project Management (PM) Plan for Major Projects was approved in Preliminary Engineering, the Designer updates the PM Plan. The Designer submits the updated PM Plan to the Project Manager for review and comment. After the Designer address the comments, the Project Manager submits to FHWA for review and approval.

Execute Final Design Public Involvement Action Plan (4795)

The Designer, Project Manager and the Division of Community and Constituent Relations (CCR) perform community involvement as per the Final Design Public Involvement Action Plan (PIAP). This may include public information centers and public meetings, as well as work sessions/focus groups with local officials. CCR will be responsible for scheduling and meeting protocol. Other tasks may include the preparation of mailing lists, data sheets, displays, technical presentations and meeting follow-up. When applicable, the public forum requirements of the Reforestation Act shall be met as part of this presentation.

<u>Role Description</u>	
Responsible:	Designer, Project Manager, Division of Community and Constituent Relations
Consulted:	Project Manager, Division of Community and Constituent Relations
Informed:	Division of Community and Constituent Relations
Activity Predecessor:	4010
Activity Successor:	4870
Activity Duration:	40
Product Produced:	Final Design Public Involvement Action Plan
Related Guidance Document:	Final Design Guideline

Final Design Submission (4800)

The Final Design Submission Package is submitted by the Designer to the Project Manager. (Milestone)

Activity Predecessor:	4290
Activity Successor:	4805, 4810, 4850, 4860, 4865, 4855 (4810, 4860, 4865 for Limited Scope Projects)

FHWA Reviews Final Design Submission (4805)

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

The Project Manager submits the Final Design Submission (FDS) to FHWA for review and comment for PoDI projects. FHWA prepares an FDS comments package (memos and marked up plans) and forwards the package to the Project Manager. The Project Manager reviews the FHWA comments package and incorporates the comments into the FDS comments package.

<u>Role Description</u>	
Responsible:	Project Manager, FHWA
Consulted:	Project Manager, Designer
Informed:	NA
Activity Predecessor:	4290, 4800
Activity Successor:	4830, 4835
Activity Duration:	15
Product Produced:	FDS Comments Package
Related Guidance Document:	NA

Review Final Design Submission (4810)

The Project Manager, Bureau of Construction Management (CM), Bureau of Quality Management Services (QMS) and appropriate Subject Matter Experts (SMEs) review the Final Design Submission (FDS) documents and provide comments. CM reviews and finalizes the construction cost estimate, construction schedule and the project’s Substantial and Final Completion dates. QMS prepares and sends the Final Road User Costs and Lane Occupancy Charges to CM (used in the Liquidated Damages Calculations).

QMS prepares and sends the request for Construction Engineering Costs to CM (used in the Liquidated Damages Calculations).

The Designer prepares and sends the Job Training Request on all federal projects to the Division of Civil Rights and Affirmative Action.

The Designer prepares and sends the request for Disadvantaged Business Enterprise (DBE) Goals (federal projects) or Women/Minority Business Enterprise (W/MBE) Goals (100% state projects) to the Division of Procurement. After completing their portion of the request, the Division of Procurement forwards the request to the Division of Civil Rights and Affirmative Action for final goal assignment.

The Project Manager consolidates and reviews the comments to resolve any conflicting comments. The Project Manager prepares an FDS comments package, highlighting the major issues and attaches all comments (memos and marked up plans). The Project Manager forwards the package to the Designer. The Designer prepares a comment resolution summary for all comments and documents any design decisions that result from the FDS comments in the Design Communications Report.

<u>Role Description</u>	
Responsible:	Project Manager, Bureau of Construction Management, Bureau of Quality Management Services, Subject Matter Experts, Division of Procurement, Division of Civil Rights and Affirmative Action, Designer
Consulted:	Project Manager, Risk Management Support Group

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Informed:	NA
Activity Predecessor:	4800, 4290, 4125 FF, 4290 (4800 for Limited Scope Projects)
Activity Successor:	4815, 4830 (4830 for Limited Scope Projects)
Activity Duration:	20
Product Produced:	Final Construction Cost Estimate; Construction Schedule; Project's Substantial and Final Completing Dates; Final Road User Costs; Lane Occupancy Charges; Request for Construction Engineering Costs; Job Training Requests; Request for Disadvantaged Business Enterprise Goals; FDS Comments Package; Comment Resolution Summary; Updates to Design Communications Report
Related Guidance Document:	Quality Management Guideline

Finalize Specifications for Comptroller Approval (Projects over \$12.5M) (4815)

Based on the comments received during the Final Design Submission review, the Designer finalizes the specifications and updates the construction cost estimate. The Designer submits the final specifications, updated construction estimate and proposed advertisement date to the Project Manager.

The Project Manager completes OSC Pre-Advertisement Form with the cost estimate provided by Designer. The Project Manager forwards the information to the Director of Construction Services and Materials (CSM) thirty (30) days prior to the proposed advertisement date.

The Director of CSM forwards the specifications, OSC Pre-Advertisement Form, estimated construction amount and proposed advertisement date, in an electronic format, to the Office of the State Comptroller for review and approval.

Note: Projects with a raw construction cost of 12 million or so (after CRS is resolved) would be eligible for the Comptroller review.

<u>Role Description</u>	
Responsible:	Designer, Project Manager, Division of Construction Services and Materials
Consulted:	Office of the State Comptroller
Informed:	NA
Activity Predecessor:	4125, 4290, 4810 (4810 for Limited Scope Projects)
Activity Successor:	4825
Activity Duration:	15
Product Produced:	Final Specifications for Office of the State Comptroller
Related Guidance Document:	Specification Style Guidelines, NJ Office of the State Comptroller (OSC) Pre-Advertisement Form

Comptroller Approves Specifications (Projects over \$12.5M) (4825)

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

The Office of the State Comptroller reviews the specifications and provides the Director of Construction Services and Materials with approval. The Director of Construction Services and Materials forwards the approval to the Project Manager.

<u>Role Description</u>	
Responsible:	Office of the State Comptroller
Consulted:	NA
Informed:	Project Manager
Activity Predecessor:	4815
Activity Successor:	4875
Activity Duration:	15
Product Produced:	Approved Specifications
Related Guidance Document:	NA

Resolve Final Design Submission Comments (4830)

The Designer updates the contract documents, to reflect the Final Design Submission (FDS) comments package and any Preliminary Plans, Specifications and Estimate (Pre-PS&E, PoDI & PoCI projects only) comments.

At the discretion of the Project Manager, hold a meeting with the Designer and appropriate Subject Matter Experts (SMEs) to discuss the resolution of comments. Once all comments are resolved, the Project Manager informs the Designer that the project can proceed to PS&E. The Designer updates the Design Communications Report (DCR) to reflect any design decisions.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	Project Manager, Subject Matter Experts
Informed:	NA
Activity Predecessor:	4805 for PoDI Projects, 4810 4855, 4845 (4810 for Limited Scope Projects)
Activity Successor:	4835 for PoDI Projects , 4840
Activity Duration:	10
Product Produced:	Updates to Contract Documents; Updated Preliminary Plans, Specifications and Estimate
Related Guidance Document:	Quality Management Guideline

Prepare Pre-PS&E Package (4835)

For PoDI & PoCI Projects only, the Designer prepares the Preliminary Plans, Specifications and Estimate (Pre- PS&E) package, based on the comments received during the Final Design Submission review and Contract Meeting, and submits to the Project Manager. The Project Manager forwards the Pre-PS&E package to FHWA.

<u>Role Description</u>

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Responsible:	Designer, Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	4805 For PoDI Projects, 4830
Activity Successor:	4845 For PoDI Projects, 4840
Activity Duration:	15
Product Produced:	Preliminary Plans, Specifications and Estimate (Pre-PS&E) Package
Related Guidance Document:	Quality Management Guideline

Submit PS&E Package (4840)

The Designer prepares and submits the Plans, Specifications and Estimate (PS&E) package to the Project Manager as per the Quality Management Guideline. In addition to the project plans, specifications and estimate, the PS&E package may include:

- Designer PS&E Certification
- Soil Boring Log
- Construction Schedule and Narrative
- Trainee Memo
- ESBE Goal Memo
- Approved Design Communications Report
- Quantity Calculations and Design Calculations

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

<u>Role Description</u>	
Responsible:	Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	4830, 4845 for PoDI Projects, 4835
Activity Successor:	4875, 4675 FF
Activity Duration:	10
Product Produced:	Plans, Specifications and Estimate (PS&E) Package
Related Guidance Document:	Quality Management Guideline

FHWA Reviews Pre-PS&E (4845)

For PoDI & PoCI Projects only, the FHWA reviews the Preliminary Plans, Specifications and Estimate (Pre- PS&E) Package and returns comments to the Project Manager. The Project Manager forwards the FHWA comments to the Designer.

<u>Role Description</u>	
Responsible:	FHWA
Consulted:	Project Manager
Informed:	Designer
Activity Predecessor:	4835 For PoDI Projects
Activity Successor:	4840
Activity Duration:	20
Product Produced:	FHWA Comments on the Preliminary Plans, Specifications and Estimate (Pre-PS&E) Package
Related Guidance Document:	NA

Certify Soil Erosion & Sediment Control (4850)

The Bureau of Landscape Architecture and Environmental Solutions certifies to the Soil Conservation Districts that Final Design Submission plans and specifications are in conformity with the NJDOT Soil Erosion and Sediment Control standards. Provide a copy of the certification to the Executive Secretary of the State Soil Conservation Committee and the Project Manager.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	NA
Informed:	Designer, Project Manager, State Soil Conservation Committee
Activity Predecessor:	4800, 4290
Activity Successor:	4875

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Activity Duration:	10
Product Produced:	Certification of Soil Erosion & Sediment Control
Related Guidance Document:	Soil Erosion and Sediment Control Manual

Confirm Need for Traffic Regulation Orders (4855)

The Bureau of Traffic Engineering reviews the final design submission to confirm the need for any Traffic Regulation Orders (TROs). The Bureau of Traffic Engineering notifies the Project Manager of the TRO needs. The Project Manager notifies the appropriate municipal officials, reminding them of the need for any future TRO resolutions to be issued upon reaching substantial construction completion.

<u>Role Description</u>	
Responsible:	The Bureau of Traffic Engineering
Consulted:	NA
Informed:	Project Manager, Appropriate Municipal Offices
Activity Predecessor:	4290, 4800
Activity Successor:	4830
Activity Duration:	10
Product Produced:	Traffic Regulation Orders
Related Guidance Document:	NJDOT Policy and Procedures 907, Adoption of Traffic Regulations

Obtain Construction Environmental Reevaluation (4860)

The Project Manager (PM) provides the Bureau of Landscape Architecture and Environmental Solutions (BLAES) with a description of the current design as it relates to the previous environmental document. BLAES completes a Construction Environmental Reevaluation form and an Environmental Inventory Checklist. If the reevaluation indicates that there has been a significant change to environmental considerations, then supplemental environmental documentation may be required. BLAES submits the reevaluation form and the Environmental Inventory Checklist to FHWA for approval, if required.

<u>Role Description</u>	
Responsible:	Bureau of Landscape Architecture and Environmental Solutions
Consulted:	Designer, Project Manager
Informed:	NA
Activity Predecessor:	4800, 4290
Activity Successor:	4875
Activity Duration:	20
Product Produced:	Construction Environmental Reevaluation Form; Environmental Inventory Checklist
Related Guidance Document:	Environmental Reevaluation Form

Procedures are subject to change without notice.

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Execute Consultant Agreement Addendum (4865)

The Project Manager requests a proposal from the Designer, to provide construction engineering (CE) services (working drawing review, engineering assistance, preparation of as-built plans, etc.). If a Licensed Site Remediation Professional (LSRP) is required during Final Design, the Designer must continue to utilize a LSRP to oversee the management of contamination during the Construction Phase. The Designer prepares and submits a CE proposal to the Project Manager. The Project Manager reviews and negotiates the CE proposal with the Designer in accordance with NJDOT Policy and Procedure #328. The Designer submits a final CE proposal for execution.

The Project Manager sends the Consultant Agreement Addendum (CAA) to the Designer. The Designer signs the CAA and sends two signed and sealed original copies back to the Project Manager along with copies of the Corporate Resolution and Business Registration Certificates. The Project Manager circulates the CAA and an AD-12 to NJDOT Management for signature and approval. The Project Manager distributes the executed CAA to the appropriate parties. Once the CAA is fully executed, the Project Manager issues a Notice to Proceed to the Designer.

Role Description	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Executive Regional Manager, Designer
Activity Predecessor:	4800
Activity Successor:	4950
Activity Duration:	20
Product Produced:	Approved Consultant Agreement Addendum
Related Guidance Document:	NA

PS&E Submission (4870)

The Plans, Specifications and Estimate (PS&E) package is complete and has been submitted to the Project Manager. (Milestone)

Activity Predecessor:	4080, 4785, 4795, 4790 (4070, 4840 for Limited Scope Projects)
Activity Successor:	4875

Prepare Advertising Authorization Package (4875)

The Project Manager submits the AC-1643 Construction Job Number Form to the Bureau of Program Coordination for completion (construction job number, construction year and item funding). The Bureau of Program Coordination sends the completed AC-1643 Construction Job Number Form to the Project Manager.

The Project Manager submits the Plans, Specifications (Special Provisions) and Estimate (PS&E) package along with the AC-1643 Construction Job Number Form to Construction Management (CM). The PS&E package includes the Designer’s PS&E package along with:

- Utility Clearance Letter

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- ROW Clearance Letter
- Environmental Re-Evaluations or valid environmental document (federally funded only)
- Soil Boring Logs
- Soil Erosion and Sediment Control Certifications
- Construction Environmental Authorization Checklist/Inventory
- Department Certification (federally funded only)
- Project Summary Information form (federally funded only)

<u>Role Description</u>	
Responsible:	Project Manager, Construction Management, Bureau of Program Coordination, Engineering Documents Unit, Geotechnical Engineering Unit, FHWA, Designer
Consulted:	Project Manager, Office of Schedule and Budget Management
Informed:	NA
Activity Predecessor:	4825, 4840, 4850, 4860, 4870, 4675 (3060, 4045, 4070, 4860, 4870 for Limited Scope Projects)
Activity Successor:	4876, 4895
Activity Duration:	5
Product Produced:	AC-163 Construction Job Number Form; PS&E Package
Related Guidance Document:	Contract Administration Procedures, NJDOT Policy No. 365, Capital Project End Date Guidance, Construction Procedures Handbook (Section 4E)

Certify Advertising Authorization Package (4876)

CM reviews all documents for completeness and when acceptable, prepares the CM Certification, which officially certifies the Advertising Authorization Package. CM circulates the Key Sheet for signature with the CM Certification.

For state and federal projects, the Director of Project Management and the State Transportation Engineer sign the key sheet. For projects that are sponsored by local or county governments, also obtain key map signatures from the sponsoring body.

CM reviews the Construction Cost Estimate submitted by the Designer and coordinates with the Office of Schedule and Budget Management and the Bureau of Program Coordination to generate the project’s Final Engineer’s Estimate and Proposal for bidding. Utilizing the Final Construction Schedule, CM updates the Substantial and Final Completion dates if necessary into the Special Provisions. CM verifies that the correct Equal Employment Opportunity (EEO) Special Provisions, Disadvantaged Business Enterprise (DBE) or Women/Minority Business Enterprise (W/MBE) Goals, Training Special Provisions, Environmental Hazards Abatement Specification and general Wage Rates, etc. are included within the Special Provisions. For federally funded construction projects, CM compiles the advertising authorization package and submits to the Bureau of Program Coordination. The advertising authorization package includes the Construction Authorization Request, Utility Relocation Authorization Request, Construction Engineering Authorization Request and Construction Inspection Authorization Request.

For state funded construction projects, an advertising authorization package is not needed.

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<u>Role Description</u>	
Responsible:	Construction Management
Consulted:	Director of Project Management, State Transportation Engineer
Informed:	Project Manager
Activity Predecessor:	4875
Activity Successor:	4880, 4882
Activity Duration:	5
Product Produced:	CM Certification
Related Guidance Document:	

Advertising Authorization Package Certified (4880)

The Advertising Authorization Package including the Plans, Specifications and Estimate (PS&E) package has been certified. (Milestone)

Activity Predecessor:	4105, 4876
Activity Successor:	(4875 for Limited Scope Projects), 4882, 4885

Request Authorization to Advertise (4882)

For federally funded construction projects, the Bureau of Program Coordination submits the Advertising Authorization Package to FHWA for approval.

Note: For each federally funded project, a "Federal Project End Date" should be established per NJDOT Policy No. 365 and the Capital Project Delivery Project End Date Guidance.

<u>Role Description</u>	
Responsible:	Bureau of Program Coordination
Consulted:	FHWA
Informed:	Project Manager
Activity Predecessor:	4876, 4880
Activity Successor:	4890, 4885
Activity Duration:	7
Product Produced:	FHWA Approval on Advertising Authorization Package
Related Guidance Document:	

Receive Authorization to Advertise (4885)

Upon FHWA approval, the Bureau of Program Coordination notifies the Project Manager and the Bureau of Construction Services (Division of Procurement) that the project is ready for advertisement. For state and federally funded construction projects, CM prepares an AD-12 and circulates for signature.

<u>Role Description</u>	
Responsible:	Bureau of Program Coordination, FHWA, Construction Management
Consulted:	NA

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Informed:	Project Manager, Bureau of Construction Services
Activity Predecessor:	4880, 4882, 4890 (4890 for Limited Scope Projects)
Activity Successor:	4950
Activity Duration:	5
Product Produced:	AD-12
Related Guidance Document:	NA

Authorization Request Date (4890)

This is the Authorization Request Date for Construction funding recommended by Construction Management. (Milestone)

Activity Predecessor:	4882
Activity Successor:	4885

Complete FD Closeout (4895)

The Project Manager performs the steps necessary to close out the NJDOT Final Design (FD) Phase. If required, instruct the Designer to submit their Final Invoice for the FD Phase. Upon payment of the final invoice, notify Accounting to close the job number.

<u>Role Description</u>	
Responsible:	Project Manager
Consulted:	NA
Informed:	Accounting, Designer
Activity Predecessor:	4875
Activity Successor:	4950
Activity Duration:	5
Product Produced:	Final Invoice for the FD Phase
Related Guidance Document:	Closeout Procedure Guideline

Final Design Complete (4950)

The endpoint of the Final Design Phase. (Milestone)

Activity Predecessor:	4355, 4865, 4885, 4895 (4865, 4885, 4895 for Limited Scope Projects)
Activity Successor:	5000

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