



## *Document Change Announcement*

### ***2007 Procedures Manual***

**DCA2009-PM-1**

**February 6, 2009**

**Subject: Revisions to Procedures Manual Section 3 – Submission Requirements and Section 10 – Bidding Process/Miscellaneous**

#### **Description of Changes**

Modifications to Section 3 – Add reference to “Manual for Unit Codes” in Section 3.4.3, Phase “B” Submission, 3.4.5, Phase “D” Submission, Exhibit 3-4 Phase “D” Checklist, Exhibit 3-3 Phase “C” Submission, Section 3.4.4.2 Phase “C” Submission, Exhibit 3-2 Phase “B” Checklist.

Modifications to Section 10 – Replace “Standard Item Numbers” with “Unit Codes” in Section 10.1 Final Engineers Estimate and Exhibit 10-1 Sample Final Engineers Estimate.

#### **Instructions to Designers and Consultants**

Effective immediately, the revisions contained in this announcement shall be applied to all projects in every phase of design. For advertised contracts awaiting the opening bids, this revision shall be incorporated via addendum, if applicable. Contact your NJTA Project Manager for instructions. Attached revision is noted in italics.

Designers may access these revisions in the NJTA Procedures Manual, which is available on the Authority’s Web Page: <http://www.state.nj.us/turnpike/nj-buss.htm>.

#### **Information for In-House Staff**

The revisions have been incorporated into the Procedures Manual, which is available on the S: / drive @ S:\Project Files\Design-Procedures Manual. Please distribute the information to your Project Managers and have them direct their consultants appropriately.

**Recommended By:**

**Approved By:**

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Robert J. Fischer, P.E.  
Assistant Chief Engineer, Design

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Richard J. Raczynski, P.E.  
Chief Engineer

*cc: Senior Staff Engineering, Operations & Maintenance Departments, All Prequalified Consultant Firm, File*