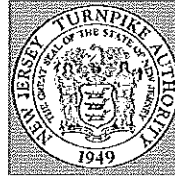


NEW JERSEY TURNPIKE AUTHORITY

FROM THE DESK OF



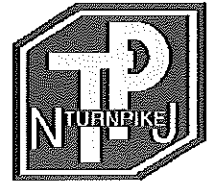
JANE F. POPPE
ENGINEERING DEPARTMENT

TO: Bridget Harrington-Ernst **DATE:** Dec. 10, 2010

RE: DCA2010-PM-03

Attached is DCA2010-PM-03 for revisions to Section 6A of the Procedures Manual. Since the changes are exhibits, Wilmor Capuno will revise them in the Procedures Manual next week. He will inform you when all the revisions have been made so that the information may be posted.

cc: Wilmor Capuno



Document Change Announcement

2007 Procedures Manual

DCA2010-PM-03

DATE: December 6, 2010

Subject: Revision to NJTA Procedures Manual, Section 6A

Description of Change

- EXHIBIT 6A-1, TYPICAL SHEET LAYOUT: Delete and replace Sheet Layout to match our files with "NJTA CADD Support" link and In-house sheet layout.
- EXHIBIT 6A-2, TYPICAL TITLE BOX: Delete sub-consultant signature box and revise Title box to match the Title box for "NJTA CADD Support" link and In-house plan sheet.
- 6A.5.1 Title Sheet, #3: Change "Index of Drawings" to "Index of Sheets" to match the Title Sheets information on NJTA CADD Support link.

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/NJTA-Procedure-Manual.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 respective Project Managers and have them direct their consultants appropriately.

Recommended By:

Handwritten signature of Robert J. Fischer in black ink.

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

Approved By:

Handwritten signature of Richard J. Raczynski in black ink, dated 12/9/10.

Richard J. Raczynski, P.E.
Chief Engineer

New Jersey Turnpike Authority

DOCUMENT UPDATE REQUEST

Forward to Assistant Chief Engineer, Design

Initiator	Wilmor Capuno	Submittal Date	12/6/2010
Firm	NJTA	Telephone	732-750-5300

Document (check one)

- Procedures Manual
- Design Manual
- Sample Plans
- Standard Drawings
- Standard Specifications

Description of Change

Revision to NJTA Procedures Manual on:

- **EXHIBIT 6A-1, TYPICAL SHEET LAYOUT:** Delete and replace Sheet Layout to match our files with "NJTA CADD Support" link and In-house sheet layout.
- **EXHIBIT 6A-2, TYPICAL TITLE BOX:** Delete sub-consultant signature box and revise Title box to match the Title box for "NJTA CADD Support" link and In-house plan sheet.
- **6A.5.1 Title Sheet, #3:** Change "Index of Drawings" to "Index of Sheets" to match the Title Sheets information on NJTA CADD Support link.

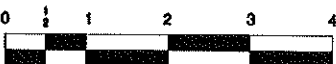
Reason for Change

In order to match and have consistency with information shown on the Sheet Layout and Title block with information on "NJTA CADD Support" link and In-house cad and pdf files.

**EXHIBIT 6A - 2
TYPICAL TITLE BOX**


	BY	DATE
MADE		
TRACED		
CHECKED		
SUPPLIES		

No.	DATE	REVISION



ORIGINAL SIZE IN INCHES

 NAME OF SUBCONSULTANT ADDRESS CERTIFICATE OF AUTHORIZATION NO. XXXXXXXXX JOHN DOE NEW JERSEY PROFESSIONAL ENGINEER NO. XXXXXXXXXX 	NEW JERSEY TURNPIKE AUTHORITY ROADWAY NAME PROJECT DESCRIPTION CONTRACT NO.
NAME OF CONSULTANT ADDRESS CERTIFICATE OF AUTHORIZATION NO. XXXXXXXXX JOHN DOE NEW JERSEY PROFESSIONAL ENGINEER NO. XXXXXXXXXX	SCALE: DATE:



FILE NAME:

6A.2 PRELIMINARY PLANS

Preliminary plans are to be drawn at a scale of either 1" = 100' or 1" = 200'. The plans are to be presented on maps showing all topography or aerial photomosaics as directed by the Authority's Engineering Department. The work shall be prepared on bond material.

Profiles are to be drawn at a 10 to 1 ratio with the horizontal scale the same as the plan scale. The sizes of the sheets are to be 2 feet wide and are to be between 3 and 6 feet long.

The following information is to be shown:

6A.2.1 Preliminary Plan Sheets

1. Title box
2. Roadway designations and outside roadway widths
3. Radii with PC, PT and PCC locations
4. Stationing at 100 foot intervals and mileposts
5. Approximate proposed right of way and existing property lines
6. Slope lines
7. Local street names
8. Municipal boundaries and names
9. Horizontal limits of work
10. Typical sections
11. Structure outlines

4. Plan Reference & Boring Location Sheet
5. Tie Sheet
6. Alignment Data Sheet
7. Maintenance and Protection of Traffic Plans
8. Detour Plans
9. Jurisdictional Limit Map
10. Typical Sections
11. Construction Plans
12. Utility Construction Plans
13. Drainage and Grading Plans
14. Drainage Tabulation Sheets
15. Soil Erosion and Sediment Control Plans
16. Landscape Plans
17. Profiles
18. Signing and Striping Plans
19. Lighting Plans (see Design Manual Section 7 Lighting and Power Distribution Systems)
20. ITS Plans (see Design Manual Section 8 ITS and Communication Systems)
21. Construction Details
22. Key to Cross Sections & Earthwork Summary
23. Cross Sections
24. Structural Plans
25. Standard Drawings
26. Reference Drawings

6A.5 CONTRACT PLAN CONTENT (PHASES "B" THROUGH "D")

The following is a brief description of the information to be shown on the finalized contract drawings:

6A.5.1 Title Sheet

1. Title of Project, Contract Number, Authority Commissioners, Location.
2. Location Plan at suitable scale to adequately locate the project.
- Index of Sheets 3. Index of Drawings in upper right-hand corner. Nomenclature on Index of Drawings shall match the nomenclature on Title Box of the drawings.
4. Signature lines in lower right-hand corner; all final mylar Title Sheets must be signed by the Engineer's project manager or a principal

