

New Jersey Turnpike Authority

PO Box 5042, Woodbridge, NJ 07095



Document Change Announcement

2007 Procedures Manual

DCA2013-PM-03

DATE: April 10, 2013

Subject: Change of Plans Procedure

Description of Change

To emphasize the needs of the CADD and Contracts Sections and provide clearer direction to Design Consultants, these updates to the Procedures Manual clarify deliverable requirements for the Phase D Submission and Change of Plans Procedure. Specifically, the required file types of electronic submissions are addressed, and instructions on new pay items via Change of Plans are provided.

Instructions to Designers and Consultants

Effective immediately, the revisions contained in this announcement shall be applied to all projects currently under design. 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/procedures-manual.html>.

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:

A handwritten signature in black ink, appearing to read 'R. Fischer', written over a horizontal line.

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

Approved By:

A handwritten signature in black ink, appearing to read 'R. Raczynski', followed by the date '4/26/13', written over a horizontal line.

Richard J. Raczynski, P.E.
Chief Engineer

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

New Jersey Turnpike Authority

DOCUMENT UPDATE REQUEST

Forward to Assistant Chief Engineer, Design

Initiator	David Siegler	Submittal Date	4/10/13
Firm	NJTA	Telephone	x8280

Document (check one)

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

Description of Change

Procedures Manual Section 3.4.5 – Phase “D” Submission

Procedures Manual Section 9.3 – Changes of Plan

See the attached mark-up for all proposed changes.

Reason for Change

To emphasize the needs of the CADD and Contracts Sections and provide clearer direction to Design Consultants, these updates to the Procedures Manual clarify deliverable requirements for the Phase D Submission and Change of Plans Procedure. Specifically, the required file types of electronic submissions are addressed, and instructions on new pay items via Change of Plans are provided.

l. Three (3) Copies Construction Schedule		
m. Phase "B" Review Material with Responses		
n. List of those Proposal Items for which the Unit Codes are known. To be submitted in accordance with the "Manual for Unit Codes".		
o. List of those Proposal Items for which the Unit Codes are NOT known. To be submitted in accordance with the "Manual for Unit Codes"*.		
p. List of approved light Standard Vendors as required in accordance with Design Manual Section 2.6		
q. Highway Agency Stormwater General Permit Post-Construction Program Design Checklist for Individual Projects form.		
r. Contract Specific Materials Acceptance Criteria Matrix		

*IF APPLICABLE

3.4.5 Phase "D" Submission

A Phase "D" submission is a 100 percent complete contract consisting of plans, supplementary specifications, Engineer's Estimate, and other material deemed appropriate by the Authority's Engineering Department.

The Phase "D" submission is to include:

1. One (1) complete set of signed original Mylar drawings. Mylars of Standard and Reference Drawings are not required.
2. ***One (1) CD labeled "Phase D Final (CADD Contract Deliverable)" containing all electronic files in accordance with the current NJTA CADD Manual entitled "NJTA, New Jersey Turnpike and Garden State Parkway Roadways CADD Standards Manual." This disk must be delivered to the CADD Section for inspection and archival procedures.***
3. ***One (1) CD labeled "Phase D Final (Contracts Section Deliverable)" containing:***
 - a. ***The signed Plans as a multi-page PDF or ZIP of individual TIF files. The plans may be digitally stamped with a signature, or a scan of the original signed plans. The resolution of the plan set shall be a minimum of 300 DPI.***
 - b. The Supplementary Specifications in Microsoft Word format.
 - c. ***The Phase D Electronic Submissions per the "Manual for Unit Codes."***
 - d. ***The Engineer's Estimate, including the latest breakdown as described in the Phase C requirements, in Excel format.***

e. Per Supplementary Specification Subsection 102.04, all reference material in PDF format to be made available to plan holders.

4. Three (3) half-size bound sets of both the final plans (one (1) set sealed).
5. Two (2) bound copies of the final Supplementary Specifications.
6. Three (3) individually signed copies of the Engineer's Estimate prepared in accordance with Section 10 (Bidding Process) of this Manual.
7. Three (3) copies of the Critical Path Method (CPM) estimated construction schedule for the Construction Activities. See Section 2 (OPS Reporting) for additional information.
8. A completed "Fiber Optic Cable Design Review Certification Form", (see the Authority's website for additional information).
9. Phase "C" review material with responses to plan sheet comments either in writing or written in green on the plans, and written responses to all written comments.
10. Completed Phase "D" Checklist, See Exhibit 3-4 for a sample.
11. Three (3) hard copies and one (1) electronic copy of the Drainage Infrastructure Maintenance Plan, if required.

The letter of transmittal shall indicate status of utility orders, permits, right of way and any other requirements not fully met. When directed by the Authority's Engineering Department, additional sets of plans, as directed by the Authority's Engineering Department, shall be sent to the County and/or Municipal Engineer for their information.

**Exhibit 3 - 4
Phase "D" Checklist**

Phase "D" Checklist

100 Percent Complete Contract Documents Revised in Accordance with Phase "C" Review Comments, and Ready for Advertisement

<u>1. SUBMISSION</u>	<u>SUBMISSION</u>	<u>REMARKS</u>
a. One (1) Set Original Mylar Drawings Signed. Standard and Reference Drawings NOT required.		
b. One (1) CD labeled "Phase D Final (CADD Contract Deliverable)" containing the files described in 3.4.5.		
c. One (1) CD labeled "Phase D Final (Contracts Section Deliverable)" containing the files described in 3.4.5.		
d. Three (3) half-size Sets of Prints (One (1) Set with Raised Seal on Each Sheet)		

e. Two (2) Bound Copies of Supplementary Specifications		
f. Three (3) Copies of Final Engineer's Estimates Individually Signed		
g. Three (3) Copies Estimated Construction Schedule		
h. Fiber Optic Cable Design Review Certificate		
i. Letter of Transmittal with Status of Utility Orders, Permits, ROW and any Requirements not Fully Met		
j. Phase "C" Review Material with Responses		
k. Drainage Infrastructure Maintenance Plan		

3.4.6 Post Design Services

3.4.6.1 Evaluation of Bid Results

Within three (3) business days of a bid opening, a consultant shall review all the results and check them for any irregularities, such as an unbalanced bid. The Engineer shall then transmit a formal letter of recommendation as to the award of the contract to the Authority, and send a copy to the General Consultant. The General Consultant shall review the Engineer's recommendation and either approve or disagree with the Engineer's recommendation.

3.4.6.2 Changes-of-Plan

If during the course of the construction the Resident Engineer determines that a formal change-of-plan is necessary, the Authority's Engineering Department will direct the Engineer to prepare it. The procedures for preparing a change-of-plan are located in Section 9 (Addenda and Changes of Plan) of this Manual. To prevent costly construction delays, the Engineer shall expeditiously prepare a change-of-plan, as directed by the Authority's Engineering Department.

3.4.6.3 Shop Drawing Review

During the course of construction, the Resident Engineer (Construction Manager or CM) will forward to the Design Engineer (DE), shop drawings and working drawings for review and approval. The DE shall review and return all shop drawings and working drawings to the CM or the Authority, as appropriate, in accordance with Subsection 104.08 of the Specifications and the below provisions. When estimating the level of effort required to perform post-design and construction management services, the DE and CM shall assume that the level of shop drawing and working drawing review, outlined in the below provisions, will be included in their respective scopes of service.

- The DE shall review and approve all required shop drawings for permanent features designed by the DE, which are represented within the Contract Documents. Shop drawings are documents furnished by

9.3 CHANGES OF PLAN

A Change of Plan is issued to correct errors or omissions in the advertised bidding plans after the receipt of bids and the award of the contract. If a Change of Plan alters the scope of a contract, introduces new items of work or deletes items of work from a contract, a Change Order, as outlined in the **Construction Manual**, must be prepared. The Engineer initiates such a change by sending "Approved by the Authority but Unofficial Plans" to the Authority's Resident Engineer. These plans are used to negotiate a price, or to establish unit prices with the contractor, as required. Once the price(s) have been established, the Engineer then begins to process the Change of Plan through the steps outlined below.

A Change of Plan is intended to effect minor revisions to the contract. If a Change of Plan is to be issued, or revised plans issued due to an Addendum, the following procedure is to be followed:

1. After the revisions have been approved by the Authority's Engineering Department, these revisions are made to the full-size drawings by the Engineer and appropriately noted in the Revision Box.
 - a. For revising an existing drawing, revisions must be made and "bubbled" (see Sample Plans). They shall be clearly noted in Revision Box. The revision number shall be shown in a small triangle adjacent to the "bubbled" revision(s).
 - b. If the revisions to be made are so significant that "bubbling" would make a plan unreadable, the entire sheet shall be replaced. For any new drawing made to replace an existing drawing, the sheet number is amended by the letter "R", (i.e., Sheet No. 28 is to become Sheet No. 28R). The date of the new drawing and the notation "Replacement Sheet" is to be shown in Revision Box.
 - c. Additional new drawings to be inserted in established Plan sets shall receive the sheet number of the preceding established Plan sheet and the suffix "A". The number of the established Plan sheet preceding the inserted sheet shall remain unchanged, (i.e., a new sheet inserted between established Sheet Nos. 28 and 29 would be designated Sheet No. 28A). Revisions (including date of new drawing) are to be noted in Revision Boxes of new and redesignated sheets.
 - d. For cases covered by Paragraphs b. and c. above, the Title Sheet drawing is to be revised upon the completion of construction, and it must show correct sheet numbers.
2. ***If a new Line Item is added by Change of Plan:***
 - a. ***The Line Number shall be the next consecutive Line Number on the Item List followed by an "X", e.g. if the last Line Number on the Item List is 100, then a new item would have Line Number 101X.***
 - b. ***The Engineer shall search for existing Unit Codes that are available for use (see Manual for Unit Codes for instructions.) If a Unit Code does not exist for the proposed item, then the Engineer shall leave the Unit Code field blank on the Change of Plan. The Unit Codes for these items are issued for the Resident Engineer's use only in order to assemble the Change Order in CapEx.***

3. ***If the Specifications are to be revised as part of a Change of Plan, then the Engineer shall incorporate the changes onto a relevant Plan Sheet or new Plan Sheet. (Per the Standard Specifications, Plan Sheets hold precedence over Specifications.)***
4. Full-size Mylar drawings with the revisions are to be forwarded to the Authority's Engineering Department. ***A disk containing the appropriate revised CADD files in both MicroStation and PDF formats shall be delivered to the CADD Section and all electronic files shall be in accordance with the current NJTA CADD Manual.***
5. The Authority's Engineering Department or the Engineer may arrange for half-sized reductions of the revised full-sized drawing, and will make prints of both the full-size and half-size drawings for distribution as directed.
6. At least twelve (12) printed copies, or as directed, of the revised drawings will be forwarded to the Resident Engineer. The Resident Engineer will retain three (3) copies each for his own use, two (2) copies shall be submitted to the Authority's Engineering Department, and the Resident Engineer will formally transmit seven (7) copies of each to the Contractor.
7. Additional copies of the revised plans shall be forwarded to the Authority's Engineering Department as directed.
8. Superseded drawings will be voided.
9. The Authority's Engineering Department will forward the revised full-size Mylars to the Resident Engineer for their eventual preparation of the "As-Built" drawings.