

New Jersey Turnpike Authority

PO Box 5042, Woodbridge, NJ 07095



Document Change Announcement

2007 Procedures Manual

DCA2013-PM-04

DATE: July 24, 2013

Subject: Edit Section 7 Utility Installation – Section 7.2.4

Description of Change

Additional paragraph added to Section 7.2.4 to properly reflect the availability of the completed Utility permit database, as well as to inform the consultant of their responsibility to follow the agreements between the owner(s) of the utility and the Authority in regard to facility relocation.

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.
Deputy Chief Engineer - Design

Approved By:

A handwritten signature in black ink, appearing to read 'R. Raczynski', followed by the date '8/5/13', written over a horizontal line.

Richard J. Raczynski, P.E.
Chief Engineer

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

Section 7 (Lighting and Power Distribution Systems) and Section 8 (ITS and Communications Systems) of the Design Manual.

7.2.4 Easements and Access

If Authority improvements require relocation of utilities outside of existing right of way, the Authority may acquire right of way or easements to relocate such utilities; however, that is to be determined on a case by case basis. Generally such easements would be of a width equal to adjacent existing easements or of a width adequate for common maintenance access, if no existing easements are established. This applies to utilities which will cross perpendicular or run parallel to the Authority's right of way but not in public road right of way, Authority property or a previously established utility easement. This also applies to projects with local road improvements which require utility relocations along or crossing local roads.

If the approved utility relocation alignment is such that ingress or egress through the Authority's right of way is required for routine maintenance, such access will be allowed, subject to the terms established by the Authority and as described in the Authority's License to Cross. The Authority's website contains additional information.

The Authority has extensive Utility Installation Permits (former New Jersey Highway Authority) and Licenses to Cross for utilities within its right-of-way. The consultant is to request the agreements within the project limits and proceed with the terms established in the agreements regarding facility relocation, should they exist. These documents are available through the Engineering Department Design Liaison.

7.2.5 Costs and Betterments

When expansion of existing Authority facilities requires the relocation of utilities previously affected by the original Authority facility, all Authority policies with regard to financial participation are subject to the terms of any crossing license or occupancy agreement issued for the original installation. The Authority prefers to include utility relocations in its contracts, therefore, for utility relocations which are to be paid for by the utility owner as required by a previously issued crossing license or occupancy agreement, the Engineer shall obtain an authorizing letter from the utility owner to allow the Authority to include the utility relocations in its contract and to reimburse the Authority for the costs.

All cost participating arrangements shall be set forth in detail in the Utility Order covering the work, or by other written authorization initiated by the Authority. No reimbursement by the Authority will be made for utility owner costs or expenses not specifically and formally authorized.

The Authority will reimburse the utility owner for authorized costs following the approval of billing. The final billing must be submitted to the Authority's representative, the Resident Engineer, within 90 days after completion of the work and no billings will be accepted beyond 120 days after the completion of the work. The Resident Engineer must approve and sign invoices before forwarding to the Authority.

New Jersey Turnpike Authority

DOCUMENT UPDATE REQUEST

Forward to Deputy Chief Engineer – Design

Initiator	Lamis Malak / Patrick Laudisi	Submittal Date	7/24/2013
Firm	NJTA	Telephone	8247

Document (check one)

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

Description of Change

Edit Section 7 Utility Installation – Section 7.2.4

Add paragraph 3: "The Authority has extensive Utility Installation Permits (former New Jersey Highway Authority) and Licenses to Cross for utilities within its right-of-way. The consultant is to request the agreements within the project limits and proceed with the terms established in the agreements regarding facility relocation, should they exit. These documents are available through the Engineering Department Design Liaison.

Reason for Change

The change is necessary to properly reflect the availability of the completed Utility Permit database, as well as inform the consultant of their responsibility to follow the agreements between the owner(s) of the utility and the Authority in regard to facility relocation.