



Document Change Announcement

2007 Procedures Manual

DCA2014-PM-01

DATE: January 23, 2014

Subject: Modify Section 3 – Submission Requirements for As-Builts (Section 3.4.6.5)

Description of Change

Adding more detailed and specific instructions in Section 3 of Procedures Manual, Submission Requirements for As-Builts in Section 3.4.6.5.

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.

Approved By:

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

Robert J. Fischer, P/E.
Acting Chief Engineer

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

New Jersey Turnpike Authority

DOCUMENT UPDATE REQUEST

Forward to Acting Chief Engineer

Initiator	Tony Valte	Submittal Date	1/23/2014
Firm	New Jersey Turnpike Authority	Telephone	Ext. 8244

Document (check one)

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

Description of Change

Adding more detailed instructions for Section 3 of the Procedures Manual Submission Requirements for As-Built Plans, specifically Section 3.4.6.5. (See Attached)

Reason for Change

Instructions on the Procedures Manual for Submission Requirements for As-Built Plans contain insufficient and vague information.

Section 3: (3.4.6.5) AS-BUILT PLANS

- The preparation of As-built plans shall be the responsibility of the Resident Engineer. The Phase "D" submission to the Authority's Engineering Department includes the drawings in individual PDF Files with signature and MicroStation Format, which will be forwarded to the Resident. If necessary, the NJTA Engineer shall forward any changes-of-plan in PDF and MicroStation Format that may have occurred during the course of construction to the Resident Engineer.
- As contracts are ready to be finalized for As-built revisions, the Original Title Sheet Mylar with the Design Engineer and Chief Engineer's signatures and a CD of Electronic Files in PDF and MicroStation Format will be transmitted to the Resident Engineer. This can be picked-up at the Authority's reception desk in the lobby when available.

Submission of Final As-built Mylar Drawings and corresponding Electronic Files shall be delivered to Tony Valte, Assistant Project Supervisor with a transmittal containing the following enclosures:

1. One (1) Set of As-Built Original Mylar Drawings sized at 22" X 36." Original Mylar Drawings shall contain the following:
 - a.) Title Sheet must be the Original Title Sheet as provided with the Design Engineer and Chief Engineer's signature.
 - b.) Title Sheet must be dated and Stamped "AS-BUILT," signed and dated by the Resident Engineer.
 - c.) All other sheets must be stamped "AS-BUILT" on top of the TITLE BLOCK or REVISION BOX. Note: The text "AS-BUILT" shall be shown with a bold face font at a one-half inch text height on the Title Sheet above the signatures and above all Title Blocks on all other drawings.
 - d.) The REVISION BOX must have the following information:
 - 1st Column (REV.) – shall denote a number inside a triangle to indicate the number of times the sheet was revised.
 - 2nd Column (DESCRIPTION) – shall denote either "ADDENDUM NO." "COP NO." or "AS-BUILT"
 - 3rd Column (DATE) – shall denote date ADDENDUM, COP OR "AS-BUILT" of sheet completed.
 - 4th Column (BY) – shall denote initials of DRAFTER.
 - 5th Column (CHK) – shall denote initials of Resident Engineer.
2. One (1) CD of Individual and combined Electronic Files in PDF Version with all required signatures and MicroStation Format. Electronic Files shall contain the same information above.
3. One (1) half-size bound set of As-Built prints and shall contain the same information above.