



Document Change Announcement

2007 Procedures Manual

DCA2014-PM-03

DATE: March 11, 2014

Subject: Revisions to Sections 3.4.3, 3.4.4, 3.4.5, 6A.5.8 and 6A.6 regarding Traffic Control

Description of Change

This change revises submittal requirements pertaining to traffic control on local roadways that require NJDOT review and involvement in addition to local county and/or municipality resolutions establishing installation or modification of a traffic control device or establishing a traffic regulation. Traffic control is specific to local road detours exceeding forty-eight (48) hours and traffic control affecting State highways. Sections affected include 3.4.3, 3.4.4, 3.4.5, 6A.5.8 and 6A.6.

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 "Robert J. Fischer", is written over a horizontal line.

Robert J. Fischer, R.E.
Chief Engineer

New Jersey Turnpike Authority

DOCUMENT UPDATE REQUEST

Forward to Chief Engineer

Initiator	Ana Lucia Tatoris	Submittal Date	2/11/2014
Firm	NJTA	Telephone	X8262

Date 2/11/2014

Document (check one)

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

Description of Change

This change revises submittal requirements pertaining to traffic control on local roadways that require NJDOT review and involvement in addition to local county and/or municipality resolutions establishing installation or modification of a traffic control device or establishing a traffic regulation. Traffic control is specific to local road detours exceeding 48 hours and traffic control affecting State highways. Sections affected include 3.4.3, 3.4.4, 3.4.5, 6A.5.8 and 6A.6.

Reason for Change

The Re-adoption with Amendments of N.J.A.C. 16:27 in 2013 define the procedure to obtain approval for traffic control on local roadways that require NJDOT review and involvement in addition to local county and/or municipality resolutions/ordinances. They include roadway closures (detours) of non-State highways not under Authority jurisdiction in excess of 48 hours and for traffic control devices on a local road that impacts State highways. These changes incorporate the new procedures.

- without cross sections along with a complete electronic submission in PDF format. Additional plans may be required for review by outside entities such as NJDOT, Counties or Municipalities.
2. Three (3) bound copies of the drainage calculations, geotechnical report, roadway lighting design calculations, and any other material deemed pertinent to the project as determined by the Authority's Engineering Department.
 3. Complete computed horizontal and vertical alignment based upon the approved Phase "A" submission. This information is to be shown on the final plan sheets. See Section 6A (Plan Preparation) of this Manual for additional information.
 4. Two half-size sets of Cross-sections at 50 foot intervals, or grading plans.
 5. Final Typical Sections.
 6. Maintenance and Protection of Traffic schematics, including a written description and a Traffic Impact Report, if applicable. Details of construction access to the work site shall be included. See Section 9 (Traffic Control During Construction) of the Design Manual for additional information.
 7. Construction Sequence.
 8. Detours, including written approval from local jurisdictions. ***For roadway closures of non-State highways not under Authority jurisdiction in excess of 48 hours, certification reports shall be submitted to the State in accordance with N.J.A.C.16:27-4.2(f), copies of which shall be provided to the Authority.***
 9. Fencing and construction access treatment.
 10. Complete drainage pattern with the major drainage sized. See Section 4 (Drainage) of the Design Manual for additional information.
 11. Contract cost estimate (to the nearest \$100,000).
 12. Approximate earthwork quantities together with any special soils treatment including the location and type of sand drains, muck excavation, contaminated or hazardous material, overload, etc.
 13. Contract proposal items anticipated at this time, including non-standard items. The items shall be submitted in electronic format in accordance with the Authority's "Manual for Unit Codes".
 14. List of Standard Drawings and Reference Drawings to be included.
 15. Preliminary construction details.
 16. 1" = 30' scale layouts and supporting calculations and documents of signing, ITS and lighting design in accordance with the requirements noted in Sections 6A and 6B (Signing and Striping) and Section 7 (Lighting and Power Distribution Systems) of the Design Manual. Include major sign structures and the lighting layout as detailed in Section 7.
 17. Three (3) sets of prints of the approved reconstruction plan and one (1) copy of letter(s) of approval from affected agencies noting their

<u>SUBMISSION</u>	<u>SUBMISSION</u>	<u>REMARKS</u>
t. Preliminary ITS Drawings		
u. Preliminary Lighting Plans, Calculations and Supporting Documents		
v. Three (3) Sets of Prints of the Plan and One (1) Copy of Letter(s) of Approval of Affected Local Agencies Noting Their Concurrence With the Engineer's Recommendations, and PDF Copies of the Plans*. <i>For roadway closures of non-State highways not under Authority jurisdiction in excess of 48 hours, copies of certification reports submitted to the State in accordance with N.J.A.C.16:2-4.2(f) shall be provided.</i>		
w. Structural Drawings and Non-Standard Bearing Report*		
x. Landscaping Drawings*		
y. Approved Utility Check Lists and Schemes and utility owners' preliminary cost estimates		
z. Utility Services to Authority Facilities*		
aa. Written Description of Contract Calling Attention to: <ol style="list-style-type: none"> 1. Unusual Problems* 2. Special Treatments* 3. Areas Where Change Would Cause Considerable Revisions* 		
bb. Approved Right of way Plans, Together with a List of Parcels Required		
cc. Environmental Permit Applications Forwarded to the Authority's Engineering Department, and a Summary of Permit Requirements*		
dd. Remedial Action Workplan* / Remedial Investigation Report* / Site Investigation Report*		
ee. Riparian Grant Application*		
ff. Phase "A" Review Material with Responses		

*IF APPLICABLE

3.4.4 Phase "C" Submission

3.4.4.1 Pre-Phase "C" Submission Requirements

The Pre-Phase "C" submission shall be submitted at least four (4) weeks prior to the Phase "C" submission deadline, unless otherwise

noted, to allow appropriate time to review and include all necessary changes in the Phase "C" submission.

The Pre-Phase "C" submission is to include:

1. Utility Orders forwarded to the Authority's Engineering Department for execution.
2. Construction Railroad Data forms (see the Authority's website for additional information) shall be completed by the Engineer and submitted to the Authority's Engineering Department with the necessary plans and work description immediately after Phase "B" is approved. The Authority's Engineering Department will transmit this information to the railroad, and upon its return from the railroad, notify the Engineer what insurance limits will be required in the contract specifications.
3. Final approvals in writing of State, County and Municipal agencies involved. ***This includes State approval of the submitted certification reports for roadway closures of non-state highways not under Authority jurisdiction in excess of 48 hours, per N.J.A.C.16:27-4.2(f).***
4. Utility service to Authority facilities finalized in accordance with Section 7 (Utility Installations, Relocations and Adjustments) of this Manual.
5. Agreements for jurisdiction and maintenance submitted in accordance with the requirements of Section 1 (Policies) of this Manual.
6. Pre-Phase "C" lighting and ITS submission in accordance with Section 7 (Lighting and Power Distribution Systems) and Section 8 (ITS and Communication Systems) of the Design Manual.
7. Initial submission to DCA, if applicable, in accordance with Section 11 (Facility Buildings/Toll Plazas) of the Design Manual.

3.4.4.2 Phase "C" Submission

A Phase "C" submission is a 95 percent complete contract consisting of plans, supplementary specifications, quantity calculations, Engineer's Estimate, and other material deemed appropriate by the Authority's Engineering Department. All items required for the construction, such as right of way, necessary permits and utility orders, have been completed.

The Phase "C" submission is to include:

1. Ten (10) half-size sets of printed plans without cross sections (twelve (12) sets if the contract includes a toll plaza), one full-size set of plans without cross sections, including quantities, pay items and final construction details, along with a complete electronic submission in PDF format. Additional plans may be required for review by outside entities such as NJDOT, Counties or Municipalities.

19. Contract Specific Materials Acceptance Criteria Matrix.

Exhibit 3 – 3 (a)

Pre-Phase “C” and Phase “C” Checklist

Pre Phase “C” and Phase “C” Checklist

95 Percent Complete Contract Documents

1. <u>PRE-PHASE “C” SUBMISSION</u>	<u>SUBMISSION</u>	<u>REMARKS</u>
a. Utility Orders Forwarded*		
b. Construction Railroad Data Forms*		
c. Final Approvals, in Writing, from Local Agencies*. <i>This includes State approval of the submitted certification reports for roadway closures of non-state highways not under Authority jurisdiction in excess of 48 hours, per N.J.A.C.16:27-4.2(f).</i>		
d. Final Utility Service to Authority Facilities*		
e. Agreements for Jurisdiction and Maintenance*		
f. Pre-Phase “C” Lighting and ITS Submission Submitted and Approved		
g. Initial submission to DCA*		

*IF APPLICABLE

Exhibit 3 – 3 (b)

Phase “C” Checklist

Phase “C” Checklist

2. <u>PHASE “C” CHECKLIST</u>	<u>SUBMISSION</u>	<u>REMARKS</u>
a. Ten (10) Sets of half-size Contract Plans without cross sections. Twelve (12) Sets if Contract Affects a Toll Plaza), one full-size set without cross sections and a complete set of PDF Files		
b. Five (5) Sets of Supplementary Specifications and PDF Files		
c. Two (2) half-size sets of Cross Sections at 50 foot intervals		
d. Two (2) Sets of Roadway and Structure Quantity Calculations		

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		
l. <i>Copies of resolutions of support from counties and/or local municipalities for any roadway closures of non-State highways not under Authority jurisdiction in excess of 48 hours.</i>		

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

- traffic, or for reasons particular to the contract (such as earthwork balance or other special situations).
5. If more than one Stage is used, succeeding Stages shall show work constructed under previous Stage. Shading can be used to indicate various stages of construction.
 6. Show traffic pattern during the various Stages and Phases, including construction signing.
 7. Written description of work to be performed including when and how traffic patterns are changed. Include notes indicating duration limits if critical to the project.
 8. Contract limits and adjacent or overlapping contracts.
 9. Identify areas where contract coordination is required, if applicable.

6A.5.8 Detour Plans

Detour Plans are required when traffic is routed over temporary roadways or existing roadways temporarily. Detours that involve Authority roadways and ramps must be reviewed and approved by the appropriate Authority Operations Department. Detours that involve local roads must be reviewed and approved by the appropriate agency(s) with jurisdiction. ***For detours involving roadway closures of non-State highways not under Authority jurisdiction in excess of 48 hours, formal State approval with local county and/or municipality resolution is required.*** The following information is to be shown:

1. Title box.
2. North arrow with sheet arranged so that the north arrow generally faces toward the top and/or right side of the sheet.
3. Complete computed horizontal and vertical alignment. The vertical alignment may be shown either as described in Subsection 6A.5.17 or by showing spot elevations at 25-foot station intervals.
4. The highway or grading plan sheets can be used as a base. Show existing and proposed roadways in the area and clearly show what roadways the detour will connect. Existing regulatory signs and traffic signals shall be shown.
5. Scale to be appropriate to show detail necessary for construction.
6. Typical section and pavement if not shown on Typical Section Sheets.
7. Curve data coordinates, bearings and pavement widths.
8. Temporary drainage required.
9. Notes concerning staging.
10. Locations of traffic control devices.
11. Construction, access and/or detour roads will not cross any waterways without prior approval of the agency having jurisdiction.

required for each contract so that the Authority's Engineering Department will have time to prepare copies of such sheets.

Thus, there will be three basic divisions to any set of construction contract drawings. The first division will be the construction drawings prepared for the individual contract. The second division will include all of the Standard Drawings applicable to that particular contract, arranged in alphabetical sequence and given sheet numbers. The third division will include all Reference Drawings, including the boring logs. All of the sheets of the various divisions will be given sheet numbers in numerical order starting with Sheet No. 1 of the construction plans and ending with that number which constitutes the last of the Reference Drawings. There shall be a complete set of original or reproduced original drawings for each construction contract.

6A.6 LOCAL ROAD SIGNING AND PAVEMENT MARKING

These drawings should apply only to signing and pavement marking for local roads, which are relocated, widened, extended or affected as part of an Authority contract and shall be included in the Contract Signing and Striping Plans. For signing and striping, see Section 6A and 6B (Signing and Striping) of the Design Manual.

1. Maintenance and Protection of Local Road Traffic:

Maintenance and protection of local road traffic shall be provided in accordance with the procedures set forth in the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) as published by the Federal Highway Administration. The details for this maintenance and protection of local road traffic need not be shown on the plans if the contract documents can refer to the MUTCD for the pertinent requirements. If not, then appropriate details shall be included in the plans. If necessary, state that Uniformed Police Directors will be required. The Supplementary Specifications shall describe the work required and a lump sum item shall be provided in the Proposal to cover the cost of this work.

2. Permanent Construction of Traffic Control Devices on Local Roads:

Where local roads are relocated and/or reconstructed, it will generally become necessary to replace the existing traffic control devices and perhaps install new devices, including pavement striping where applicable.

The New Jersey Department of Transportation, Bureau of Traffic Engineering, exercises significant control over signing and pavement marking on both county and local roads; that intersect or are operationally influenced by a State highway; and related items installed under Authority contracts will require Department approval. Such Department approval, together with their subsequent inspection after installation, legalizes the signing and pavement marking. This legalization is essential for the protection of the Authority. For traffic control devices on a local road that impacts State highways, procedures pursuant to the provisions of N.J.A.C.16:27-4.2(c) shall be followed.

required for each contract so that the Authority's Engineering Department will have time to prepare copies of such sheets.

Thus, there will be three basic divisions to any set of construction contract drawings. The first division will be the construction drawings prepared for the individual contract. The second division will include all of the Standard Drawings applicable to that particular contract, arranged in alphabetical sequence and given sheet numbers. The third division will include all Reference Drawings, including the boring logs. All of the sheets of the various divisions will be given sheet numbers in numerical order starting with Sheet No. 1 of the construction plans and ending with that number which constitutes the last of the Reference Drawings. There shall be a complete set of original or reproduced original drawings for each construction contract.

6A.6 LOCAL ROAD SIGNING AND PAVEMENT MARKING

These drawings should apply only to signing and pavement marking for local roads, which are relocated, widened, extended or affected as part of an Authority contract and shall be included in the Contract Signing and Striping Plans. For signing and striping, see Section 6A and 6B (Signing and Striping) of the Design Manual.

1. Maintenance and Protection of Local Road Traffic:

Maintenance and protection of local road traffic shall be provided in accordance with the procedures set forth in the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) as published by the Federal Highway Administration. The details for this maintenance and protection of local road traffic need not be shown on the plans if the contract documents can refer to the MUTCD for the pertinent requirements. If not, then appropriate details shall be included in the plans. If necessary, state that Uniformed Police Directors will be required. The Supplementary Specifications shall describe the work required and a lump sum item shall be provided in the Proposal to cover the cost of this work.

2. Permanent Construction of Traffic Control Devices on Local Roads:

Where local roads are relocated and/or reconstructed, it will generally become necessary to replace the existing traffic control devices and perhaps install new devices, including pavement striping where applicable.

The New Jersey Department of Transportation, Bureau of Traffic Engineering, exercises significant control over signing and pavement marking on both county and local roads; that intersect or are operationally influenced by a State highway; and related items installed under Authority contracts will require Department approval. Such Department approval, together with their subsequent inspection after installation, legalizes the signing and pavement marking. This legalization is essential for the protection of the Authority. For traffic control devices on a local road that impacts State highways, procedures pursuant to the provisions of N.J.A.C.16:27-4.2(c) shall be followed.