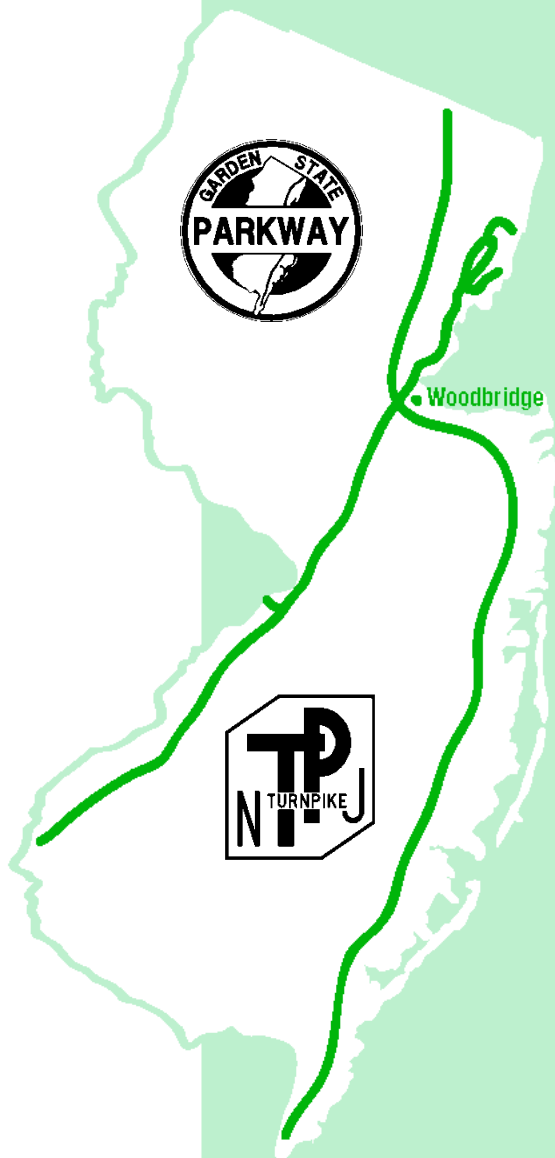


NEW JERSEY TURNPIKE AUTHORITY



CapEx & Specifications Design Guidelines

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DCP001 Define Scope of Work

I. Overview

Coinciding with the release of the 2016 Standard Specifications, the New Jersey Turnpike Authority (“NJTA”) implemented enhancements to CapEx. This included a feature that allows Designers to access their project shortly after award of the associated OPS, to update their design phase submission schedule, and to edit the project pay items and engineer’s estimate during the design and bid periods.

- **Unit Codes** – Under the 2004 Standard Specifications, Designers had accessed NJTA’s unit codes via a Microsoft Access file named Unit Code.mdb. It has since been archived and is still available for download on NJTA’s website; pay item and bid histories for contracts designed under the 2004 Standard Specifications may be viewed. This file was updated on an irregular basis and thus the master list of unit codes was not immediately available to Designers. They now have direct access to the master list of unit codes, and bid/item history data, via CapEx. Requests for new unit codes are also done via CapEx.
- **Design Phase Submissions** – The design phase submission schedule can be regularly updated by either the Designer or Project Manager in CapEx. Previously, these submission schedules were not readily accessible by others in the Engineering Department; the new feature allows for regular reporting of all design phase submissions. In addition, electronic files can be submitted via CapEx rather than transferred to NJTA by e-mail, FTP, or physical media.
- **Bid Tabulations** – The Designer now has access to their contract’s bid tabulation via CapEx as soon as it becomes available.

II. Revision History

The following table provides a summary of revisions:

Revision	Date	Summary
0	2/6/2017	Original document.
1	3/21/2017	Corrected Figure references.
2	6/21/2017	Added specifics on Unit Code convention.

III. Procedures

A. Administrative

1. Verify CapEx User Rights

Decide which user from your firm will be assigned the “Designer” role in CapEx. This user will be responsible for maintaining the Engineer’s Estimate and answering questions during the bid period.

Verify that the “Designer” is registered in CapEx. If not registered, follow instructions from the NJTA website.

Verify that the “Designer” is assigned to the Contract Team for the particular contract. If not, contact capexhelp@turnpike.state.nj.us.

2. Access the Contract

Log-in to CapEx and click on the contract of interest. Filters may be used if you have a long list of contracts. See

The screenshot shows the 'Contract List' interface. At the top, there are tabs for 'Contracts', 'Pending Approvals', and 'In Warranty'. Below these is a 'Filter' section with checkboxes for 'Service Category' (Construction, OPS, Other), 'Status' (Procurement Type Selected, Specification Finished, Pending Approval, Approved, Initial Base Work Order Created, Cancelled, Rejected, Pending Close, Archived), and 'Associated with' (Any Project). To the right of the filters is a 'Display by Status' table.

Display by Status	Reporting	Count
Red Diamond	<input checked="" type="checkbox"/>	0
Yellow Triangle	<input checked="" type="checkbox"/>	0
Green Circle	<input checked="" type="checkbox"/>	0
Grey Square	<input checked="" type="checkbox"/>	2

Below the filters is a 'Contract List' section with a 'Show/Hide Columns' button and a 'Keyword Filter' input. The table below shows the list of contracts.

Contract Number	Contract Name	Project Number	Project	Status	Procurement Type	Bid Due	Start Date	Finish Date	Service Category	Team
X100.123	X100.123	010-00-892-446050	Environmental Fund	Specification Finished	For Bid	03-11-2015 12:00 AM	09-04-2012	10-18-2013	Construction	Team
X100.345	Test Contract for DC Procedures	010-00-892-446050	Environmental Fund	Procurement Type Selected	For Bid		09-01-2015	02-27-2016	Construction	Team

At the bottom of the table, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. The status 'Showing 1 to 2 of 2 Records' is displayed at the bottom right.

Figure 1.

Contract List

Contracts Pending Approvals In Warranty

Filter

Service Category ☒ Construction ☒ OPS ☒ Other

Status ☒ Procurement Type Selected ☒ Specification Finished ☒ Pending Approval ☒ Approved
☒ Initial Base Work Order Created ☐ Cancelled ☐ Rejected ☒ Pending Close ☐ Archived

Associated with Any Project

Display by Status

Reporting	Count
	0
	0
	0
	2

Reset Apply

Contract List

Show/Hide Columns Keyword Filter:

Show All Records Showing 1 to 2 of 2 Records

Contract Number	Contract Name	Project Number	Project	Status	Procurement Type	Bid Due	Start Date	Finish Date	Service Category	Team
X100.123	X100.123	010-00-892-446050	Environmental Fund	Specification Finished	For Bid	03-11-2015 12:00 AM	09-04-2012	10-18-2013	Construction	
X100.345	Test Contract for DC Procedures	010-00-892-446050	Environmental Fund	Procurement Type Selected	For Bid		09-01-2015	02-27-2016	Construction	

Copy CSV Excel PDF Print

Showing 1 to 2 of 2 Records

Figure 1

B. Design Phase Schedule

1. Access Design Phase Schedule

The Design Phase Schedule must be updated in CapEx throughout the Design period, beginning with Phase A.

Hover over Planning, Specifications & Estimating, then click on Design Phase Schedule.

Then click on Edit. See Figure 2.

Design Phase Schedule

Project: [010-00-892-446050: Environmental Fund](#)

Contract: [X100.345: Test Contract for DC Procedures](#)

Design Phase Schedule **Edit**

Name	Contract Document Completion	Description	Status	Expected Submission Date	Actual Submission Date
No Records Found					

Figure 2

2. Edit Design Phase Schedule

See Figure 3. From this page, submission phases are created.

The “Expected Submission Date” fields must first be entered. If dates for later Phases are unknown, use best judgment as it can be updated anytime later.

Use the Add Row button to add interim Phases, e.g. Pre-Phase C.

Delete Checked Row can be used to delete any interim phases.

Click Save when done.

Edit Design Phase Schedule

Project: [010-00-892-446050: Environmental Fund](#)
Contract: [X100.345: Test Contract for DC Procedures](#)

* Required Field

	Reorder	Name *	Contract * Document Completion	Description	Status	Expected Submission Date	Actual Submission Date
<input type="checkbox"/>	↑	Phase A	35%	Graphical 1" = 50' or 1" = 30' Scale Plans.	Not Created	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	↑	Phase B	75%	Computed Alignment.	Not Created	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	↑	Phase C	95%	Complete plans, quantities, specifications, schedule and cost estimates which are subject to thorough review by the Authority's Engineering Department.	Not Created	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	↑	Phase D	100%	Complete plans and specifications revised in accordance with comments resulting from Phase "C" review.	Not Created	<input type="text"/>	<input type="text"/>

Delete Checked Row Add Row

Save

Figure 3

3. Submit Design Phase Files

See Figure 4. After a Design Phase is complete, navigate back to the Design Phase Schedule page, where you will find the created Phases. Click on Phase Name.

See Figure 5. Refer to Procedures Manual for submission requirements.

Click Submit to make the submission. This notifies the Project Manager.

Design Phase Schedule [Edit](#)

Project: [010-00-892-446050: Environmental Fund](#)
Contract: [X100.345: Test Contract for DC Procedures](#)

Name	Contract Document Completion	Description	Status	Expected Submission Date	Actual Submission Date
Phase A	35%	Graphical 1" = 50' or 1" = 30' Scale Plans.	Created	05-18-2015	-
Phase B	75%	Computed Alignment.	Created	06-18-2015	-
Phase C	95%	Complete plans, quantities, specifications, schedule and cost estimates which are subject to thorough review by the Authority's Engineering Department.	Created	07-18-2015	-
Phase D	100%	Complete plans and specifications revised in accordance with comments resulting from Phase "C" review.	Created	08-18-2015	-

Figure 4

Design Phase Submission
Project: [010-00-892-446050: Environmental Fund](#)
Contract: [X100.345: Test Contract for DC Procedures](#)

Name	Contract Document Completion	Description	Status	Expected Submission Date	Actual Submission Date
Phase A	35%	Graphical 1" = 50' or 1" = 30' Scale Plans.	Created	05-18-2015	-

Document Management

Phase A
0 Documents

Name	Actions	Locked By	Revision	Size	Revision Date
No Records Found					

Note: You cannot upload or mirror a document if a file with the same name already exists in this directory.

No file chosen

Figure 5

C. Scope of Work

The Scope of Work in CapEx is defined by the Line Items proposed for the Contract. Each Line Item must have a unique Unit Code from the 2016 Standard Specifications Catalog. The Catalog represents all Unit Codes that are available for use.

The Unit Code convention is as follows:

Standard, Standard Supplementary, or Supplementary?	Section Number?	Example	Convention
Standard Specifications	Standard Section	401-0001	Section Number, hyphen, consecutive numbering
Standard Supplementary Specifications	Standard Section	401-####	Section Number, hyphen, consecutive numbering
Standard Supplementary Specifications	Non-Standard Section	499-####	Division's first digit then 99, hyphen, consecutive numbering
Supplementary Specifications	Standard Section	401-N####	Section Number, hyphen, N for Non-Standard item, consecutive numbering
Supplementary Specifications	Non-Standard Section	499-N####	Division's first digit then 99, hyphen, N for Non-Standard item, consecutive numbering

Unit Codes that have already been issued will be found in the 2016 Standard Specifications Catalog in CapEx, which may be accessed in the various ways described below. Line Items for which Unit Codes are requested will temporarily be considered “Non-Catalog” until they are issued by the Authority.

Unit Codes for which the Item Description has the word “RESERVE” should not be added to the Scope of Work. Instead, the Line Item should be added as Non-Catalog with a completed Item Description.

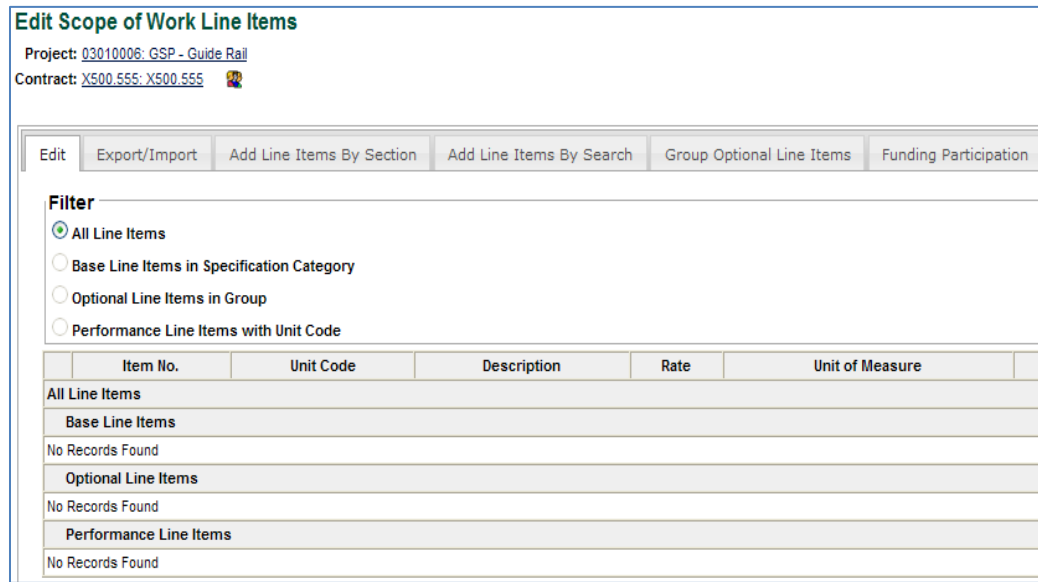
1. Add Line Items

Log-in to CapEx and click on the contract of interest.

From the Planning, Specifications & Estimating tab, click on Define Scope of Work.

On the Define Scope of Work page, next to Line Items, click Edit. A list of your current Base Line Items are displayed.

(Ignore the Group Optional Line Items and Funding Participation tabs. This is for Authority use only.)



Edit Scope of Work Line Items

Project: [03010006: GSP - Guide Rail](#)
Contract: [X500.555: X500.555](#)

[Edit](#)
[Export/Import](#)
[Add Line Items By Section](#)
[Add Line Items By Search](#)
[Group Optional Line Items](#)
[Funding Participation](#)

Filter

☒ All Line Items
☐ Base Line Items in Specification Category
☐ Optional Line Items in Group
☐ Performance Line Items with Unit Code

Item No.	Unit Code	Description	Rate	Unit of Measure	C
All Line Items					
Base Line Items					
No Records Found					
Optional Line Items					
No Records Found					
Performance Line Items					
No Records Found					

Figure 6

See Figure 6. The following are various methods to add line items.

(a) Add Line Items from Another Contract

This allows you to search for a past or existing Contract and choose line items from that Scope of Work. See Figure 7.

- Begin typing into the Contract Number field, select the contract of interest, and click Apply.
- Next to Show, select All, to show all records.
- Check items you wish to add to your Scope of Work and then click Add Checked Line Items at the bottom of the table.

Edit																	Export/Import			Add Non-Catalog Line Items			Add Line Items By Section			Add Line Items By Search			Add Line Items From Another Contract			Optional Line Item Groups			Funding Participation																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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Show/Hide Columns																	Keyword Filter:			Show 10 Records			Showing 1 to 10 of 306 Records			First			Previous			1			2			3			4			5			31			Next			Last																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									

Figure 7

(b) Export/Import
See Figure 8.

Edit
Export/Import
Add Line Items By Section
Add Line Items By Search
Group Optional Line Items
Funding Participation

Export / Import

Warning: Any rows previously entered will be overwritten upon importing a spreadsheet.

Export

Browse to select the Microsoft Excel file containing the scope of work to be imported:

File

Browse...

Import Scope of Work

Figure 8

Clicking Export will allow you to save your Base Line Items in a formatted Excel Spreadsheet.

The spreadsheet can be used for: updating unit costs outside of CapEx, importing it into plans, other estimating software, reporting, etc. See Figure 9 for the format of the spreadsheet.

	A	B	C	D	E	F	G	H	I
1	Item No.	Item No. Ext.	Unit Code	Description	Unit of Measure	Number of Units	Unit Price	Line Total	Bid Requirement
2	1		1D01HDS	Historic District Sign	Each	1.00	123,456.00	123,456.00	Base
3	2		1HFP0B	Fuel Price Adjustment (NO-BID)	L.S.	1.00	111,111.00	111,111.00	Base
4									
5									

Figure 9

Figure 10

If updates are made to the spreadsheet, it can be imported back to CapEx by clicking “Import Scope of Work”. The spreadsheet must have the same format and column headings. This feature is also useful if you wish to import another Contract’s line items as a template.

(c) Add Line Items by Section

See Figure 10.

Filter for the 2016 Specifications under Specification Catalog and Specification Type. All other options can remain their default. Select the Specification Section using the accordion menu on the right. Click Save.

See Figure 11. To add items to the Scope of Work, enter the Number of Units and Unit Price on the rows of the desired Unit Codes. Click Save.

Unit Code	Description	Rate	Unit of Measure	Number of Units	Unit Price	Line Total
1D01HDS	Historic District Sign	History	Each	<input type="text" value="0.0000"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
1D01SDP	Shop Drawing Preparation	History	L.S.	<input type="text" value="0.0000"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
1D02LST	Construction Layout for COP #1 Structures	History	L.S.	<input type="text" value="0.0000"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
1D10MOBX	Mobilization	History	L.S.	<input type="text" value="0.0000"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
N1D0001	As-Built Survey	History	L.S.	<input type="text" value="0.0000"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Figure 11

The History link opens a new window where you can view the item’s history, and select a Unit Price based on that data.

By default, it filters for the past year’s Bid Submission History, but you can change the time period, or search by Award or Payment History instead. See Figure 12.

Unit Code Rate History

Individual Rates & Statistics per Period

Yearly & Monthly Trend Averages

Filter

Unit Code: 1D10MOBX

Description: Mobilization

Unit Of Measure: L.S.

☒ Bid Submission History

☐ Bid Award History

☐ Payment History

From

07-15-2013

To

07-15-2014

Apply

Bid Submission History

1 Contract(s)

	Unit Price			Number of Units	Bid Due Date	Contract Number	Contract Name	Contractor
	Labor & Materials	Labor	Materials					
Select Min	\$200,000.00	\$200,000.00	\$0.00	1.0000	09-25-2013	T500.304	Facilities Improvements Phase I - Rehabilitation of Toll Utility Buildings and Tunnels - North, Interchanges 14B, 14C, 15E, 16E-18E, 16W, 17 and 18W (Contract No. T500.304)	Tormee Construction Co., Inc.
Select	\$250,000.00	\$250,000.00	\$0.00	1.0000	09-25-2013	T500.304	Facilities Improvements Phase I - Rehabilitation of Toll Utility Buildings and Tunnels - North, Interchanges 14B, 14C, 15E, 16E-18E, 16W, 17 and 18W (Contract No. T500.304)	A. P. Construction, Inc.
Select	\$300,000.00	\$300,000.00	\$0.00	1.0000	09-25-2013	T500.304	Facilities Improvements Phase I - Rehabilitation of Toll Utility Buildings and Tunnels - North, Interchanges 14B, 14C, 15E, 16E-18E, 16W, 17 and 18W (Contract No. T500.304)	A.P.S. Contracting Inc.
Select Median	\$315,000.00	\$315,000.00	\$0.00	0.0000				
Select	\$330,000.00	\$330,000.00	\$0.00	1.0000	09-25-2013	T500.304	Facilities Improvements Phase I - Rehabilitation of Toll Utility Buildings and Tunnels - North, Interchanges 14B, 14C, 15E, 16E-18E, 16W, 17 and 18W (Contract No. T500.304)	Hall Building Corp.
Select	\$390,000.00	\$390,000.00	\$0.00	1.0000	09-25-2013	T500.304	Facilities Improvements Phase I - Rehabilitation of Toll Utility Buildings and Tunnels - North, Interchanges 14B, 14C, 15E, 16E-18E, 16W, 17 and 18W (Contract No. T500.304)	D.A. Nolt
Select Max	\$390,000.00	\$390,000.00	\$0.00	1.0000	09-25-2013	T500.304	Facilities Improvements Phase I - Rehabilitation of Toll Utility Buildings and Tunnels - North, Interchanges 14B, 14C, 15E, 16E-18E, 16W, 17 and 18W (Contract No. T500.304)	Railroad Construction Co., Inc.
Select Average	\$310,000.00	\$310,000.00	\$0.00	1.0000				

Figure 12

The Yearly & Monthly Trend Averages tab allows you to view average unit prices and quantities during a set period. By default, it displays Yearly Bid Submission History for the past 5 years.

Unit Price can be selected based on these results as well. See Figure 13.

Unit Code Rate History

Individual Rates & Statistics per Period

Yearly & Monthly Trend Averages

Filter

Unit Code: 4C05SSL

☒ Bid Submission History

☒ Yearly

From 07-15-2009

Description: Structural Steel

☐ Bid Award History

☐ Monthly

To 07-15-2014

Unit Of Measure: L.S.

☐ Payment History

Apply

Bid Submission History

	Average Unit Price			Average Number of Units	Year	Month	Number of Contracts	Number of Bidders
	Labor & Materials	Labor	Materials					
Select Min	\$1,461,687.40	\$1,461,687.40	\$0.00	1.0000	2011		3	26
Select Median	\$3,265,750.00	\$3,265,750.00	\$0.00	1.0000	2012		1	4
Select Max	\$5,534,615.51	\$5,534,615.51	\$0.00	1.0000	2010		3	24
Select Average	\$3,420,684.31	\$3,420,684.31	\$0.00	1.0000	Total		7	53

Close

Figure 13

(d) Add Line Items by Search

This allows you to search by Unit Code or Description. Adding items to your Scope of Work is the same as with Add Line Items by Section.

2. Edit Line Items

(a) Assigning Line Numbers

Upon adding base line items using any of the methods above, you are returned to the Edit tab, where you must assign the line number for all added items. CapEx automatically assigns them consecutively. See Figure 14.

Click Save.

The ItemNo. displayed in red were automatically assigned.
If you wish to use these assignments, you must click the Save button.

	Item No.	Unit Code	Description
All Line Items			
Base Line Items			
<input type="checkbox"/>	1	1D01LAY	Construction Layout
<input type="checkbox"/>	2	1D10MOB	Mobilization
Optional Line Items			
No Records Found			
Performance Line Items			
No Records Found			

Figure 14

(b) Deleting Line Items

See Figure 14. Click the checkbox in the first column and click Delete Checked Row. Click Save.

3. Request Unit Codes

(a) Add Non-Catalog Line Items

From the Edit Scope of Work Line Items page, click on the tab titled “Add Non-Catalog Line Items.” See Figure 15.

Edit	Export/Import	Add Non-Catalog Line Items	Add Line Items By Section	Add Line Items By Search	Add Line Items From Another Contract	Optional Line Item Groups	Funding Participation
Filter Line Type: Base Line Item ▼ Apply							
Item Number	Unit Code	Description	Unit of Measure	Number of Units	Unit Price	Line Total	
<input type="checkbox"/> 2	Unassigned-2		Acre ▼				
Delete Checked Row			Add Row		Save		

Figure 15

By default, this page will display a single record with the next consecutive Item Number and a Unit Code that begins with the Contract Number. It will also display records of the Designer’s pending requests; these have either not been submitted to the Authority yet or they have not been issued yet.

Fields:

- Checkbox is used if you need to delete a requested Unit Code. Checking the record and clicking Delete Checked Row will delete the item from this page as well as from the Edit Scope of Work Line Items page.
- Item Number may be modified at this page or later on under the Edit tab.
- Non-Catalog Unit Code must follow this convention:

[SectionNumber]-[Blank or N][ItemNo], e.g. 401-N22, where

- SectionNumber is where the item appears in the Standard Specification or will appear in the Supplementary Specification
 - N indicates a Non-Standard item; a blank indicates an item found in the 2016 Standard Specifications
 - ItemNo is the item number in the pay item list
- Description should follow the format and convention of existing Unit Codes as best as possible. Always use Title Case.
 - Unit of Measure
 - Number of Units may be modified at this page or later on under the Edit tab.
 - Unit Price may be modified at this page or later on under the Edit tab.
 - Line Total is automatically calculated.

(b) Submit Design Phase

See [Submit Design Phase Files](#).

During Design Phase review, the Authority will issue the requested Unit Codes if there are no comments. The Designer will be e-mailed that the Unit Code review is completed, and the Scope of Work in CapEx is automatically updated with the issued Unit Codes.

If there are comments that affect issuance of Unit Codes, the Designer will be notified that the submission has been returned to them. After comments are addressed, the Design Phase should be re-submitted.

(c) Interim Unit Code Requests

Although discouraged, Designers may request Unit Codes between Design Phase Submissions.

Add an interim submission following the instructions in [Edit Design Phase Schedule](#). Name the submission “Unit Code Request <#> for Phase <Letter>” and enter Description “Unit Code Request only.” See Figure 16.

Submit as described in Step 8b above.

Edit Design Phase Schedule
Project: 010-00-800-446050_Environmental Fund
Contract: 04VETEST6

* Required Field

Reorder	Name *	Contract Document Completion	Description	Status	Expected Submission Date	Actual Submission Date
<input type="checkbox"/>	Phase A	35%	Graphical 1" = 50' or 1" = 30' Scale Plans	Reviewed	01-25-2016	01-25-2016
<input type="checkbox"/>	Phase B	75%	Computed Alignment	Reviewed	01-26-2016	01-25-2016
<input type="checkbox"/>	Unit Code Request 1 for Phase C	90%	Unit Code Request only.	Not Created	01-26-2016	
<input type="checkbox"/>	Phase C	95%	Complete plans, quantities, specifications, schedule and cost estimates which are subject to thorough review by the Authority's Engineering Department.	Created	01-27-2016	
<input type="checkbox"/>	Phase D	100%	Complete plans and specifications revised in accordance with comments resulting from Phase "C" review.	Created	01-28-2016	

Figure 16

(d) Assign Specialty Items

At the Edit Scope of Work Line Items page, check the “SPCL” box for any specialty items in the contract; these item types must be listed in Subsection 103.04 of the Supplementary Specifications. Click Save.

(e) Maintain Engineer’s Estimate

During the Bid Period and up until the bid opening, the Unit Costs in Define Scope of Work can be updated.

Note: For changes to No-Bid Unit Costs, an Addendum is required!

Prior to the bid opening, confirm that the Engineer’s Estimate in CapEx matches the signed and sealed hardcopy version that is delivered to NJTA.

4. Respond to Contractor RFIs

See [Bid Period RFIs](#) for more information.

5. Make Addenda Changes

See [Addenda](#) for more information.

For Addenda that have changes to the Scope of Work (addition, deletion, or change in items):

Make these changes in Define Scope of Work prior to submitting the draft Addendum to NJTA. Follow the steps described in *Scope of Work*.

Any changes that come as a result of the Addendum review will be made by NJTA to ensure the correct Scope of Work is uploaded to BidX.

6. Perform Bid Analysis

Shortly after the bid opening, the bid tabulation will be available for analysis and award recommendation:

Go to Procurement Opportunity → Bid Analysis.

DCP002 Update Supplementary Specifications

I. Overview

This document assists Designers in modifying the master Standard Supplementary Specifications document in order to create Supplementary Specifications for individual contracts.

Instructions are also provided on how to incorporate products from the Qualified Products List (QPL).

II. Revision History

The following table provides a summary of revisions:

Revision	Date	Summary
0	12/21/15	Original document.

III. Procedures

A. General

1. Download the Standard Supplementary Specifications

Designers are advised to download the latest Standard Supplementary Specifications to use as the template (“working document”) for their project’s Supplementary Specifications. Typically, work on the Supplementary Specifications should begin by the time of the Phase B submission.

2. Track Changes between Submissions

Turn on Track Changes prior to beginning work on a new submission of the Supplementary Specification. Following submission review, all changes should be Accepted or Rejected. Thus, the Phase C submission will indicate changes from the Standard Supplementary Specifications; Phase D will indicate only those changes from the prior submission.

3. Modify the Working Document

The working document includes a large number of items that require modification. To make those items easier to locate, they are highlighted in Red. Several types of notes and replaceable information are also contained within the working document.

(a) File Naming Convention

Filenames of electronic submittals ought to follow the convention of:

[Contract No.]_[Phase]_Specifications_[Date as YYYYMMDD].doc

e.g.

T100.034_PhaseC_Specifications_20160103.doc

(b) Typefaces

The majority of the working document uses Book Antiqua in a 9 pt. size. Some parts of the working document, such as Headings, use Arial typeface in various sizes. These typefaces were selected for print standardization purposes.

Use the Styles that are already defined in the document. When pasting in text from another document, make sure that text is re-formatted to match existing Styles.

(c) Table of Contents

The Table of Contents will auto-update prior to saving or printing the working document. The designer need only update the table of contents if entire divisions, sections, subsections or appendices are added or removed.

(d) Text to be Replaced

When text needs to be replaced or removed, it will be formatted in square brackets, as follows:

[INSERT CONTRACT NO.]

To replace this text, select/highlight and type the proposed text.

All of this text is formatted as a Character Style named “Supplementary – Action Required.” There are two methods to find all instances of this text:

Open the Styles menu, right-click on “Supplementary – Hidden Text” and then click on “Select All ____ Instance(s)”.

Use the Advanced Find feature, click More, and filter for the named Style.

(e) Hidden Text

In the 2016 Standard Supplementary Specifications, comments and editorial notes have been formatted as “Hidden” text. The designer’s working document will display all comments and editorial notes, but they will not appear in PDF or printed formats as long as print settings are not set to print hidden text. Deleting or cutting these comments and notes is not required.

(f) Illustrations and Forms

Illustrations and forms are to be placed in the appendices. Neither should be contained within the body of a subsection.

References to an appendix should be letter-specific, e.g. “See Appendix AB.”

(g) Page Numbers

Page numbers in the Supplementary Specifications start at one (1) and continue in sequential order to the end of the document. Pages are numbered in the Footer. To

print specific page ranges, designate the page and section, as follows: p1s9 – p15s9. This designation will print pages 1 to 15 in the Divisions sections of the Supplementary Specifications. Each boilerplate part, and all appendices, is assigned their own section number.

DCP003 Qualified Products List (QPL)

I. Overview

Detailed information on accessing the QPL can be found in the “NJTA QPL Manual”, found on the Authority’s website. The following instructions guide designers in how the QPL is referenced and utilized within the design of the contract.

II. Revision History

The following table provides a summary of revisions:

Revision	Date	Summary
0	12/21/15	Original document.
1	7/20/17	Moved to separate heading DCP003; added several clarifications, including submission requirements.

III. Procedures

B. Product Types

A Product Type is a category under which a product falls, and often corresponds to a Division 900 Subsection. For example, the Product Type “Crack Sealant” corresponds to Subsection 904.03. Refer to the “NJTA QPL Manual” on how to access the full list of existing Product Types.

Standard Product Types are those appearing in the Standard and Standard Supplementary Specifications. Designers may not modify Standard or Standard Supplementary language for Standard Product Types without proper justification (see instructions below). Modifying language may materially alter the Qualification Criteria under which QPL Products were evaluated and approved.

Non-Standard Product Types are those Division 900 Subsections that have been incorporated into a Contract’s Supplementary Specifications, which would be in addition to the Standard Supplementary Specifications.

Note that not all Product Types will have products on the QPL, and that some Product Types do not yet exist in Division 900.

Refer to the DCP003 Process Map at the end of this Section.

1. Specify Standard Product Types with QPL Products

Follow these instructions:

- a) Identify: The Product Type of interest is identified on the QPL.

- b) Incorporate: Incorporate any Standard Supplementary Specifications for that Product Type into the Supplementary Specifications; Division 900 for Standard Product Types should otherwise not be modified.
- c) Cross-reference: List the Product Type’s Division 900 Subsection title and number within the relevant “Materials” Subsection, e.g. 401.02. Refer to the Standard Specifications first, then the Standard Supplementary Specifications; modify the relevant “Materials” Subsections as necessary (i.e. add or remove references to Division 900 Subsections).
- d) Add Usage: In addition to the cross-reference, the corresponding Section should also explicitly state the usage or application of the Product Type. Add any language from the Standard Supplementary Specifications, then modify as necessary.

2. Specify Non-Standard Product Types with Supplementary QPL Products

Follow these instructions:

- a) Confirm: Does the desired product fall under any Standard Product Types? If yes, return to Step 1.
- b) Create: Generate a new Subsection heading under the appropriate Division 900 Section, following the last Standard Subsection. Add Qualification Criteria, and the sentence “Refer to Appendix Q for approved suppliers.” See below regarding Appendix Q.
- c) Justify: Is this project-specific, or is it being proposed as changes to the Standard Supplementary Specifications? Include this justification in the Supplementary QPL spreadsheet referenced below.

C. Products

Products form a many-to-many relationship with Product Types and vice versa, meaning that Products may be associated with one or more Product Types, and Product Types may contain one or more Products. As mentioned above, Product Types may also contain no products on the QPL, and instead require field approval.

Refer to the “Quarterly QPL Report” on the Authority website for the latest list of approved products.

A Supplementary QPL spreadsheet must be submitted at Phase C and Phase D in the format given in the sample “Supplementary QPL” file given on the Authority’s website. The columns are defined as such:

Table 1 - Supplementary QPL Spreadsheet Columns

Column	Description
--------	-------------

Supp QPL Category No	Described in Steps B1 through B4 below.
Supp QPL Category	“ ”
Supp QPL No	Consecutive index numbering for the records in the spreadsheet.
Product Type	The Subsection number, e.g. 904.08.
Product Type Description	The Subsection title, e.g. Latex Additive Tack Coat.
Proprietary?	“Proprietary” or “Generic”
Product Name	e.g. Goodyear Latex.
Manufacturer	Company name.
Supplier	Company name; add rows if there are multiple known Suppliers. If unknown, enter the Manufacturer.
Address Line 1, Address Line 2, City, State, ZIP, Website, Phone, E-mail, Contact Name	Supplier’s contact information, which must be confirmed. Vendor should also be directed to register a profile in CapEx per the QPL Manual; NJTA will confirm this registration and follow-up with Vendor if necessary.
Project-Specific?	Yes/No; No indicates that the Designer is recommending an update to the QPL or Standard Supplementary Specifications.
Justification	Provide where applicable.
[Additional columns]	For Authority use only.

Steps for completing the Supplementary QPL spreadsheet are as follows:

1. Add Products to Standard Product Types

These Products must meet the Qualification Criteria (if it exists) of the Standard Product Type.

2. Add Products to Non-Standard Product Types

These Products must meet the Qualification Criteria of the Non-Standard Product Type, as provided in Division 900 by the Designer.

3. Propose deletions from the QPL

Designers may not unilaterally delete Products from the QPL. These Products will be re-evaluated by the appropriate QPL Committee; if the QPL Committee concurs with the recommendation to delete, the Product will be removed with the next update. However, as mentioned above, the Authority does not guarantee that the QPL will be updated by the time the Contract is advertised.

If there are no deletions to be made, skip to step B4.

If a QPL Product is unsuitable for the project design, then refer to step A2. Also, justification must be provided as to why the QPL Product(s) are unsuitable.

4. Propose corrections to the QPL

Corrections may include outdated or wrong Product Name, incorrect Product Type, incorrect Supplier information, etc.

Justification for such corrections should be provided, if applicable.

Such corrections do not necessarily coincide with quarterly QPL updates, and thus they may appear sooner than other proposed changes.

5. Submit Supplementary QPL Spreadsheet

The above steps 1 through 4 are listed in the spreadsheet, which is submitted with Phase C and Phase D submissions.

6. Generate Appendix Q (NJTA Contracts Section)

This Appendix Q is generated by the Authority's Contracts Section and delivered back to the Designer following Phase submission review.

7. Update Appendix Q

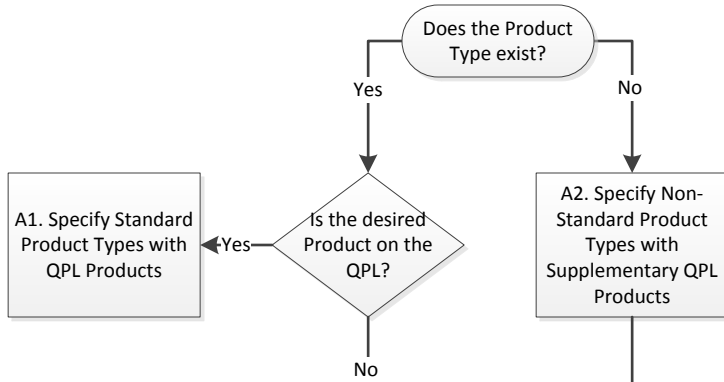
The above categories 1 and 2 will be duplicated in the Supplementary Specifications under Appendix Q – Supplementary QPL, which incorporates the use of the Products into the Contract.

Do not assume that Products submitted on the Supplementary QPL will appear on the actual QPL with the next quarterly update. Products appearing on the actual QPL must follow a separate approval process, which is initiated by the Vendor. As is the case with design schedules, the QPL approval process is a moving target; the Authority cannot guarantee any timeline for approvals. Further note that Products submitted on the Supplementary QPL may be denied during design phase review, based on historical data.

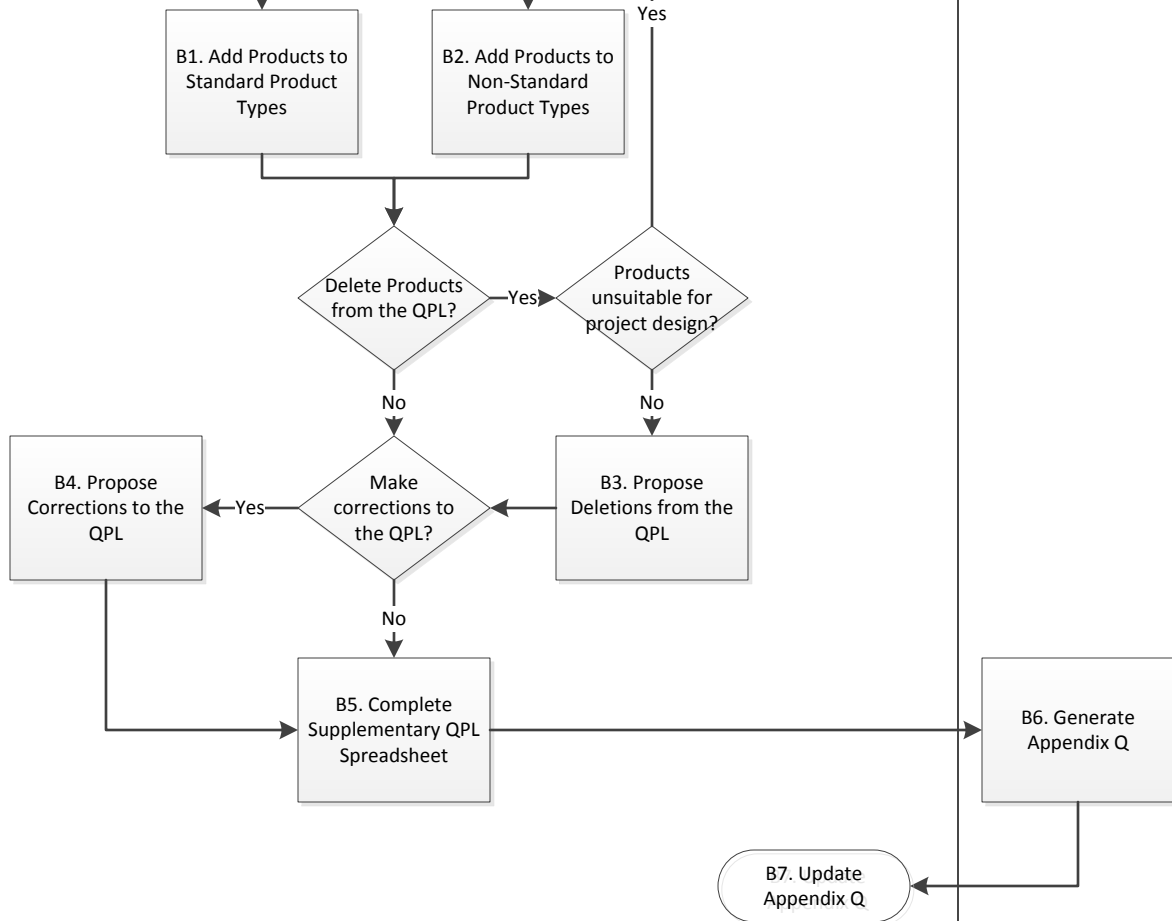
Designer

NJTA Contracts
Section

A. Product Types



B. Products



DCP004 Issue Addenda

I. Overview

This document provides the policies and procedures related to the preparation and execution of addenda by Designers.

Addenda are issued to change, clarify, revise, add or delete portions of the Proposal, Plans or Specifications before receipt of bids. Addenda are only to be issued through NJTA's Engineering Department, but it is the Designer's responsibility to prepare and submit an Addendum in the required format.

An Addendum is to be prepared and issued as soon as the Engineer becomes aware of the need; as much time as possible must be allowed for the prospective bidders to reflect the Addendum in their proposals. Any Addendum which, by written description, changes the Plans shall be supplemented by revised Plan sheets, issued after the award of the Contract. The procedure is as noted under [Changes of Plan](#). Revised plan sheets shall be issued prior to the pre-construction conference.

The use of Addenda is discouraged. Every effort shall be made to assure the correctness of contracts as prepared for advertising.

II. Revision History

The following table provides a summary of revisions:

Revision	Date	Summary
0	12/21/15	Original document.

III. Procedures

A. Post-Advertisement

1. Download Bid Documents

To ensure correct page and sheet number referencing in addenda and Contractor RFIs, Designer should download all Bid Documents that were advertised and posted to BidX. Any changes by NJTA after Final Design Documents were submitted will be relayed to Designer. All Bid Documents are publically available without requiring a BidX subscription except for the Bid Plans, which will be made available separately by Contracts Section.

2. Maintain Addenda Schedule

Keep track of contract changes required by addenda as a result of overlooked design flaws, NJTA directives, or Contractor RFIs. Schedule anticipated addenda appropriately by considering the following:

The deadline for addenda (without requiring a bid date change) is by noon on the 4th business day before the bid opening in completed and corrected format.

Avoid issuing large addendum (in terms of page count and/or significant design changes) on the deadline date.

Use the [Design Phase Schedule](#) feature in CapEx to create anticipated addenda submission dates. For the Name, enter “Addendum#_”, where the underscore represents the number. The schedule is likely to change, so anticipated addenda and their respective dates do not need to reflect actual addenda submissions.

3. Prepare Draft Addendum

Prepare addendum files following the formats shown in the “Sample Addendum Files” folder included in the download of this Manual.

The Addendum letter is required for all addenda and should follow these guidelines:

- a) The first part of the letter is the same for all addenda. The latest letterhead will be inserted by Contracts if not provided.
- b) The “Pertaining to the Advertisement for Proposals” heading will typically include any changes to the bid date, classification or rating. “Principal Items of Work” do not have to be revised with any quantity change. Revised advertisement pages do not have to be attached as part of the addendum.
- c) The “Pertaining to the Contract Agreement” heading will typically include changes to the contract completion date, interim phase completion dates, or liquidated damage amounts. Any revised Contract Agreement pages must be submitted with the addendum.
- d) The “Pertaining to the Proposal” heading will typically include changes to the scheduled items of work or proposal forms. If deleting an item, do not renumber items. If adding items, number them at the end of the scheduled items of work.
- e) Designer shall make item changes in CapEx according to the instructions in [Define Scope of Work](#).
- f) The “Pertaining to the Specifications” heading will include any changes to the body of the Supplementary Specifications.

Be as descriptive as possible when addressing the location of the Specification change, i.e. rather than saying “the 15th paragraph of Subsection 802.05”, one can say “the 2nd full paragraph from the bottom of page 392”, or “the 1st paragraph after Table 8A”.

- g) Refer to Standard Specification Subsection 101.01 to understand the differences among Division, Section, Subsection, Paragraph, Subparagraph and Part.
- h) Do not reference Standard Specification changes directly; for example, if you want to remove a sentence from the Standard Specifications and that Section is not yet in the Supplementary Specifications, that Section and Subsection must first be added to the Supplementary Specification; then, language can be added to delete the sentence accordingly.
- i) When adding a new Section, include all language in the same format as the Supplementary Specifications.
- j) The “Pertaining to the Appendices” heading will include changes to new and existing appendices.
- k) Note that there is no need to address revisions to the Table of Contents to reflect new Appendices nor new Sections or Subsections.
- l) The “Pertaining to the Plans” heading will include Revision, Replacement, or New plan sheets.
 - i. A Revision Sheet is as described in [Changes of Plan](#). Revisions shall be bubbled, and the revision box shall be updated. The Revision Sheet number shall not be modified.
 - ii. A Replacement Sheet is as described in [Changes of Plan](#). This is a plan sheet wherein the revisions cannot be bubbled as on a Revision Sheet. The Replacement sheet number shall be modified as the original plan sheet number plus a suffix “R”, e.g. replacement to sheet 10 shall be numbered 10R (replacement to sheet 10R shall be numbered 10R-2, etc.)
 - iii. A New Sheet is as described in [Changes of Plan](#). New Sheets shall be numbered as the preceding plan sheet number plus a suffix “A”, e.g. a new sheet after sheet 10 shall be numbered 10A (a new sheet after 10A will be numbered 10B, etc.)
 - iv. Submittal format shall be as a single PDF file; if there are multiple sheets, they are to be appended into a single file. The name of the file shall be Contract No.-Addendum No.-PS.pdf, e.g. T100.034-4-PS.pdf.
- m) Letters, contract agreement pages, etc. must be submitted in Microsoft Word format, with comments removed, tracked changes off and all changes accepted. Attachments such as sketches or plan sheets shall be in PDF format.

Each attachment shall be separate and follow the NJTA file naming convention:

<Contract No>-<Addendum #>-<L, C, PS, or X_>,

where C is for Contract Agreement, L is for letter, PS is for Plan Sheets, X_ is for Appendix

Examples: T869.120.604-1-L.doc (T869.120.604 Addendum 1 Letter); T100.034-4-PS.pdf (T100.034 Addendum 4 Plan Sheets), P100.024-3-XO.doc (P100.024 Addendum 3 Appendix O).

4. Submit Addendum

Use the [Design Phase Schedule](#) feature in CapEx to submit all addendum files as a single ZIP file. The Project Manager and Contracts Section will be notified upon submission.

5. Track Changes for Post-Bid Documents

Addenda changes must be tracked for post-bid submission. Refer to [Prepare Post-Bid Documents](#).

6. Addendum Review

The Project Manager and/or Contracts Section may request changes after initial submittal of the addenda files. To accommodate the changes and prevent delay of the addendum, the Designer must be available for immediate response from when the addendum is submitted to Contracts Section to the addendum deadline date. If the Addendum is found unsuitable for issuance:

- a) NJTA may request that Designer make the changes and re-send the Addendum file(s). The Designer will receive an e-mail indicating that the submission has been “returned” for re-submittal.
- b) NJTA may send a tracked-changes document to Designer for final sign-off via e-mail. Designer shall review the document and make comments if they don’t agree with the changes. If they agree with the changes, they shall accept all changes, turn off tracked changes, and re-submit the addendum as detailed in the step above.
- c) For ultimately superficial changes, the Contracts Section may apply the revisions without requiring re-submittal. The Designer will be notified of any changes.

7. Download Published Addendum

Navigate to BidX and download the published addendum for proper future reference.

8. Prepare Subsequent Addenda

Re-perform steps 2 through 7 if necessary.

B. Post-Bid

1. Prepare Post-Bid Documents

The Post-Bid Documents are used for the pre-construction meeting and during construction to add clarity to addenda changes. They consist of:

- The Bid Plans with addenda changes incorporated and title blocks signed by the engineer.

2. Submit Post-Bid Documents

Send the Post-Bid Documents electronically to the Project Manager. For Post-Bid Plans, revised mylar sheets must be submitted.

DCP005 Bid Period RFIs

I. Overview

Requests for Information (RFIs) are submitted by potential bidders during the bid period. All requests are centralized in CapEx so as to ensure that the design team is notified of any new requests and of any pending action. A hierarchy of answer approvals also ensures that a comprehensive review is performed, from the Designer up to and including the supervising engineer.

The following are general guidelines regarding RFIs:

1. The deadline for Questions is five (5) business days prior to the bid opening, at whichever time the bid is scheduled for. When answering questions, keep in mind that Contractor posted questions are NOT viewable by the general public unless it has been answered. Only the Contractor who posted the question can view it. Also keep in mind that the identity of the person who posts the question or responds is kept hidden from the general public.
2. Contractor questions can be broken down into three categories:
 - Non-essential: These questions, if answered, will not lead to a clarification of the contract document.
 - Valid (No Addendum): Answers to these questions direct the Contractor to the location or locations where they may be able to find the answers.
 - Valid (Addendum): Answers to these questions can only be via an Addendum.
3. When in doubt, consult the Construction Liaison Engineer. There are times when questions raise issues that can either be addressed post-bid or via an Addendum. Depending on constraints such as timing and the overall impact to the contract, Design and Construction staff together can decide the best outcome. In one instance, there was a quantity bust that would normally be corrected in an addendum. Due to the timing however, a postponement to the bid date would have been necessary, so it was handled post-bid.
4. Do not answer non-essential questions in CapEx unless they were lumped together with valid questions. Post responses only to questions that will lead to a clarification of the Contract Documents. Questions regarding printing services, electronic bid submittals, paper proposal submittals, etc., do not have to be answered in CapEx. As a courtesy, we recommend that they be called and directed to the right person:

Questions about Electronic Bid Submission: 1-888-352-BIDX

Posting responses to these types of questions might lead Contractors to believe that all non-essential questions are okay to ask through CapEx. Depending on the Contractor,

Authority staff could find themselves spending a lot of time answering these types of questions.

5. Do not answer requests for extensions of time in CapEx unless it was requested within a group of questions. The response should be “The request of an extension of time will be considered by the Authority and, if granted, will be issued in a future Addendum.” If the extension is not going to be granted, then the Project Engineer should give a courtesy call. Again, the courtesy call or email should be non-committal ending with “we won’t be issuing the extension at this time...” The reason for this is that there may be a future question or an issue that will prompt an extension such as a Contractor question revealing a significant issue.
6. Refrain from answering questions after the deadline. If you are answering a question AFTER the deadline, we recommend you answer all valid questions posted from the time of deadline to the latest question answered. Note the following:

An extension of the bid period results in an extension of the question period. Due to an extension, you may be obligated to answer unpublished questions that were previously deemed “late”. Therefore, submitting a response indicating that the question was submitted after the deadline is not recommended; doing this will post the question to the general public, and that post cannot be revised. If you feel that the bidder needs a response or it is deemed that the issue can be addressed after the bid, send a direct e-mail with this generic response rather than answering through CapEx: “This request was received past the date established in Section 102.05 of the Supplementary Specifications. As such, responses will not be posted.”

7. All Valid (Addendum) questions should be answered with “An Addendum will be issued in response to your inquiry.” Do not include Addendum Number or indicate a date for the Addendum. There have been cases where Addenda were combined or delayed. Listing an Addendum Number or date may cause confusion.

II. Revision History

The following table provides a summary of revisions:

Revision	Date	Summary
0	7/27/16	Original document.

III. Procedures

A. Bid Period

1. Review and Respond to RFI

After a potential bidder posts a question to CapEx, the user assigned as Designer to the project in CapEx will receive an e-mail notification.

Log-in to CapEx and go to the project's Contract Summary page. Go to the Procurement Opportunity tab and click Question Summary. Then:

- a) For the desired question record, click the link under the Status column. See Figure 17.

Questions and Answers										
Show/Hide Columns		Keyword Filter: <input type="text"/>		Show All Records		Showing 1 to 1 of 1 Records				
Number	Solicitation Type	Solicitation Number	Question Posted	Answer Submitted	Answer Posted	Requester	Vendor	Responder	Question / Answer	Status
1	RFQ	1230987	07-28-2016 08:47 AM CDT			Lisa Hill	Moosie I		Q: Test question? A:	Question Sent
Copy		CSV	Excel	PDF	Print	Showing 1 to 1 of 1 Records				

Figure 17

- b) Enter the response in the Answer box and click "Save". (The response is saved, but it has not yet been sent to the NJTA Project Engineer.) See Figure 18.

Question Due Date:

Question Posted On: 07-28-2016 08:47:19 AM CDT

Question: Test question?

Answer Due Date:


Answer Posted On:

Answer

Figure 18

- c) After saving, you will be brought to the View Question and Answer Details page. Click "Edit Answer" to edit the answer. Enter an optional comment that will only be viewable to the Designer and Authority users. Click Submit. See Figure 19.

View Question and Answer Details

Project: [010-00-892-446050: Environmental Fund](#)
Contract:  [A000.002: DAVETEST8](#)

Your answer has been saved. You may submit the answer for approval at any time.

Question & Answer [Edit Answer](#)

Question Due Date:
Question Posted On: 07-28-2016 08:47:19 AM CDT
Question: Test question?

Answer Due Date:
Answer Posted On:
Answer: My response.

Workflow

History

Responded On	Responded By	Role	Action	Comment
07-28-2016 08:47:19 AM CDT	Lisa Hill	Vendor Bidder / Verifier	Question Sent	
	Jon Barger	Design Prime Consultant		Submit Pending

Comment

Submit

Figure 19

- d) Authority users will review the submitted response and either approve or reject back to the Designer. If the latter, return to step (a) above.

DCP006 Issue Changes of Plan

I. Overview

This document provides the policies and procedures related to the preparation and execution of a Change of Plan (“COP”) by Designers.

A COP is issued to correct errors or omissions in the advertised bidding plans after award of the contract. If a COP 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 NJTA but Unofficial Plans” to the contract’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.

II. Revision History

The following table provides a summary of revisions:

Revision	Date	Summary
0	8/5/15	Original document.

III. Procedures

A. Post-Award

1. Initiate COP

The Engineer initiates a COP by sending “Approved by the NJTA but Unofficial Plans” to the contract’s Resident Engineer. These plans are used to negotiate a price, or to establish unit prices with the contractor, as required.

2. Revise Drawings

After revisions have been approved by the Project Manager, the revisions are made to the full-size drawings by the Designer and appropriately noted in the Revision Box.

(a) Revision Sheets

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) Replacement Sheets

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 Sheets

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 re-designated sheets.

(d) Title Sheets

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.

(e) New Line Items

If a new line item is added by COP, the line number should be the next consecutive line number on the item list followed by an “X”, e.g. the last line number on the item list is 100, then a new item would have line number 101X.

Unit Codes may remain blank if the existing code is unknown. The Resident Engineer will enter this upon approval of the Change Order.

(f) Specification Changes

If the Contract Specifications are to be revised as part of the COP, 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.)

3. Submit Revised Drawings

Full-size Mylar drawings with the revisions are to be forwarded to NJTA’s Engineering Department. Any revised CADD files in both MicroStation and PDF formats shall be sent to the Authority Project Manager and shall be in accordance with the current NJTA CADD Manual.

At least twelve (12) printed copies, or as directed, of the revised drawings shall 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 NJTA’s Engineering Department, and the Resident Engineer will formally transmit seven (7) copies of each to the Contractor. Additional copies may be necessary, as directed by the Project Manager.

Superseded drawings will be voided.

NJTA’s Engineering Department will forward the revised full-size Mylars to the Resident Engineer for their eventual preparation of the “As-Built” drawings.

DCP007 Glossary

Refer to Paragraph 101.02(B) of the Specifications for a list of NJTA terms.

The following terms are used in this procedures document:

TERM	DEFINITION
Amendment	A BidX term referring to an electronic file that alters the original proposal file as a result of a change to the schedule of items, bid date, or proposal forms.
BidX	NJTA's construction contract bidding website.
CapEx	NJTA's construction management website which is linked at NJTA's website.
Unit Code	A seven digit number which serves to index a specific Standard or non-Standard NJTA pay item, which contains a Description, Unit, and associated Specification Section number.