

REQUEST FOR PROPOSAL REQUIREMENTS

Request for Proposal Requirements

Project Title: *Construction Engineering and Inspection Services Associated with Resurfacing of Philadelphia Ave. (County Route 563), Sections 8&9*
Project Location: *From M.P. 16.70 to 19.56*
Federal Project Number: *0563304*
Response Due Date and Time: *July 7th, 2026 and no later than 11:00 am Eastern Time*

This Request for Proposals (RFP) is official notification of professional services needed. This RFP is being issued to solicit a letter of Interest (LOI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that firm desires to be considered.

Contact for Questions: **Palma Conover, Director**
Office of Budget & Purchasing

Any questions concerning this specification must be submitted in writing through the BidExpress electronic bidding portal question section of the specific bid. The period for question and answers closes on June 25th, 2026 at 12pm.

Selection Procedures:

This project involves Federal funding participation. The County will conform to the procurement requirements by “Competitive Proposal Method” under the Brooks Act and Federal Policy Guide 23 CFR 172A. The selection of a consultant must result from negotiations that utilize a qualification based selection process. The process and any resulting contract must first be reviewed by the Department of Transportation prior to use or execution.

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. A sample Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

Requirements for Letters of Interest (LOI):

A. General instructions for Preparing and Submitting a Letter of Interest (LOI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten (10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.
3. LOI's must be received not later than “Response Due Date and Time” as shown in the RFP header shown above. Responses received after this deadline will not be

considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants-and the percentage of work to be performed by the prime consultant and each sub consultant
- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project. The personnel to be used on this highway construction project must demonstrate the following levels of experience:
 - i. **Engineer** (Licensed) - 10 years of relevant highway construction Experience
 - ii. **Resident Engineer** - 5 years of relevant highway construction experience
 - iii. **Highway Construction Inspector** for Duration of Construction – NICET Level III min. or qualified other with 3 years of relevant highway construction experience
 - iv. Additional **Highway Construction Inspector** for Paving Operations – NICET Level II min. or qualified equivalent.

2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent dedicated to each. Include project engineers for important disciplines and staff members that will be responsible for the work.
Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your Project Approach relative to the scope of services (description follows). For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

Required NJDOT Cost Basis Approval for prime consultant and each sub-consultant (prior to negotiations):

Prior to negotiations, the prime consultant, and each sub-consultant (A/E firm) must be approved by NJDOT for Cost Basis. Please visit:

<http://www.state.nj.us/transportation/business/procurement/ProfServ/CostBasisApprov.shtm>

for additional guidance and requirements. **To use Federal-aid funds, the firm selected must either be cost basis approved by NJDOT, or must have its accounting system and a provisional overhead rate approved by NJDOT, prior to A/E firm negotiations.** This will require submittal of a self-certified or CPA certified financial package or a cognizant agency audit. A final overhead or indirect cost rate will be required prior to project close-out for cost-plus fixed fee type contracts.

Work item details:

Local Public Agency: Atlantic County, NJ

Project Location: Philadelphia Avenue (CR563), Section 8&9
From M.P. 16.70 to 19.56)

Federal Project Number: 0563304

Project Phases Included: Construction Engineering/Inspection

Project Description: The proposed work along Philadelphia Avenue (County Route 563) will begin at 'northern edge of White Horse Pike/US Rte. 30 (MP 16.70(+))' and end at 'southern side of Egg Harbor City Lake of (MP 19.56)'. The project location is in the municipality of Egg Harbor City, Atlantic County, NJ. The proposed work will be within the existing highway right-of-way, and will consist of:

1. Replacement existing sidewalk and curb ramps to meet ADA standards.
2. Replacement of existing Traffic Signal at the intersection of Philadelphia Avenue (CR563) and Moss Mill Road (CR561Alt.). Turning radii will be improved (i.e pavement widening) and areas (i.e. hard pack gravel) behind proposed curbing will be vegetated or restored with grass.
3. Replacement of existing gutter, curbing, and driveways.
4. Where necessary, reshape roadway cross section within the existing pavement width and pavement box.
5. Pavement repair, where necessary (upgrade existing pavement section without widening the total pavement width).
6. Where necessary replace and/or install drainage conveyance system within existing pavement box.
7. Provide bicycle safe grates and new curb pieces at existng inlets to conform to current standards for bicycle compatibility and storwater management standards.
8. Reset existing castings.
9. Where necessary, reprofile roadway centerline and replace in kind existing curb, gutter, and walk.
10. The roadway will be milled and resurfaced within the project limits and width of roadway pavement (1 to 2 H.M.A. courses).
11. Traffic signage will be replaced and added throughout the entire length of the project, as applicable.
12. Traffic striping, markings, and pavement reflectors will be placed on the new roadway pavement, as appropriate. Raised pavement markers will also be installed.
13. (Note: Guide rail improvements will not be part of this project are are planned to be performed under a separate project.)

Estimated Range of Construction Amount: \$2 to 4 million.

Funding: Federal Funding involved for 100% Construction and Civil Engineering/Inspection

Term of Contract: Until project completion

Required NJDOT Cost Basis Approval: Construction Engineering and Inspection
(prior to negotiations) (Prime Consultant and each Sub-Consultant)

EXAMPLE CONSULTANT SELECTION RATING FORM

LPA Consultant Selection Rating Sheet for Highway Inspections

Resurfacing of Spaghetti Highway CR XXX Section XXX. In XXX, Atlantic County, NJ

Consultant 'John and Jane Doe' Engineering and Inspection, LLC

Sub consultant(s) 'Jack and Jill Doe went Up a Hill' DBE Inspection Firm, LLC

*(Note: This example representative of a perfect Score)

Evaluation Criteria to be Rated by Scorer(s)

Categories:	Subcategories:	See Note	Score(%) *	X	Weight	=	Weighted Score:
1.0 Proposed Scope of Work and Methodology:	1.1 Overall approach to project	i.	100.00%	X	5	=	5
	1.2 Comprehensive delineation of project tasks	i.	100.00%	X	5	=	5
	1.3 Sufficient personnel to meet project schedule	ii.	100.00%	X	5	=	5
2.0 General qualifications and Experience on Comparable projects:	2.1 Licensed Engineer	i.	100.00%	X	5	=	5
	2.2 Resident Engineer	i.	100.00%	X	10	=	10
	2.3 NICET Level III Inspector for duration of construction	i.	100.00%	X	10	=	10
	2.4 NICET Level II Inspector for paving operations only	i.	100.00%	X	5	=	5
3.0 Experience with federally funded projects:	3.1 Licensed Engineer	i.	100.00%	X	5	=	5
	3.2 Resident Engineer	i.	100.00%	X	10	=	10
	3.3 NICET Level III Inspector for duration of construction	i.	100.00%	X	10	=	10
	3.4 NICET Level II Inspector for paving operations only	i.	100.00%	X	5	=	5
4.0 Client references:	4.1 Prime consultant	i.	100.00%	X	10	=	10
	4.2 Sub consultant	i.	100.00%	X	5	=	5
5.0 Misc Considerations of Prime Consultant:	5.1 Location of office serving this project	iii.	100.00%	X	5	=	5
	5.2 Exceptions to contract	iv.	100.00%	X	5	=	5
Weighted Total =							100

Rating Guidance for Scoring:

Note i. : Excellent (100%); Good (75%); satisfactory (50%); mediocre (25%); & poor (0%).

Note ii. : Availability of more than adequate capacity that results in added value (100%); Adequate capacity to meet the schedule (60%); & Insufficient (0%).

Note iii. : Within County (100%); "Neighboring County" (80%); 2nd "-" (60%); 3rd "-" (40%); 4th "-" (20%); & 5th or more "-" or out of state (0%).

Note iv. : No exceptions (100%); One Exception (60%); & Two or more exceptions (0%).

Past Performance - Currently not available.

It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest deliverables in a timely and cost effective manner without regard to personal preference.

I certify that I do not have any conflicts of interest associated with this consultant.

I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.

Signature: _____ Print Name: _____

Title: _____ Date: _____

ESTIMATED SCHEDULE FOR PERFORMANCE AND DELIVERY OF SERVICES

RESURFACING OF PHILADELPHIA AVENUE (COUNTY ROUTE 563), M.P. 16.70 TO 19.56
IN CITY OF EGG HARBOR, ATLANTIC COUNTY, NJ

Federal Project Number: 0563304

ESTIMATED* PROJECT PROCURMENT AND CONSTRUCTION SCHEDULE BAR CHART

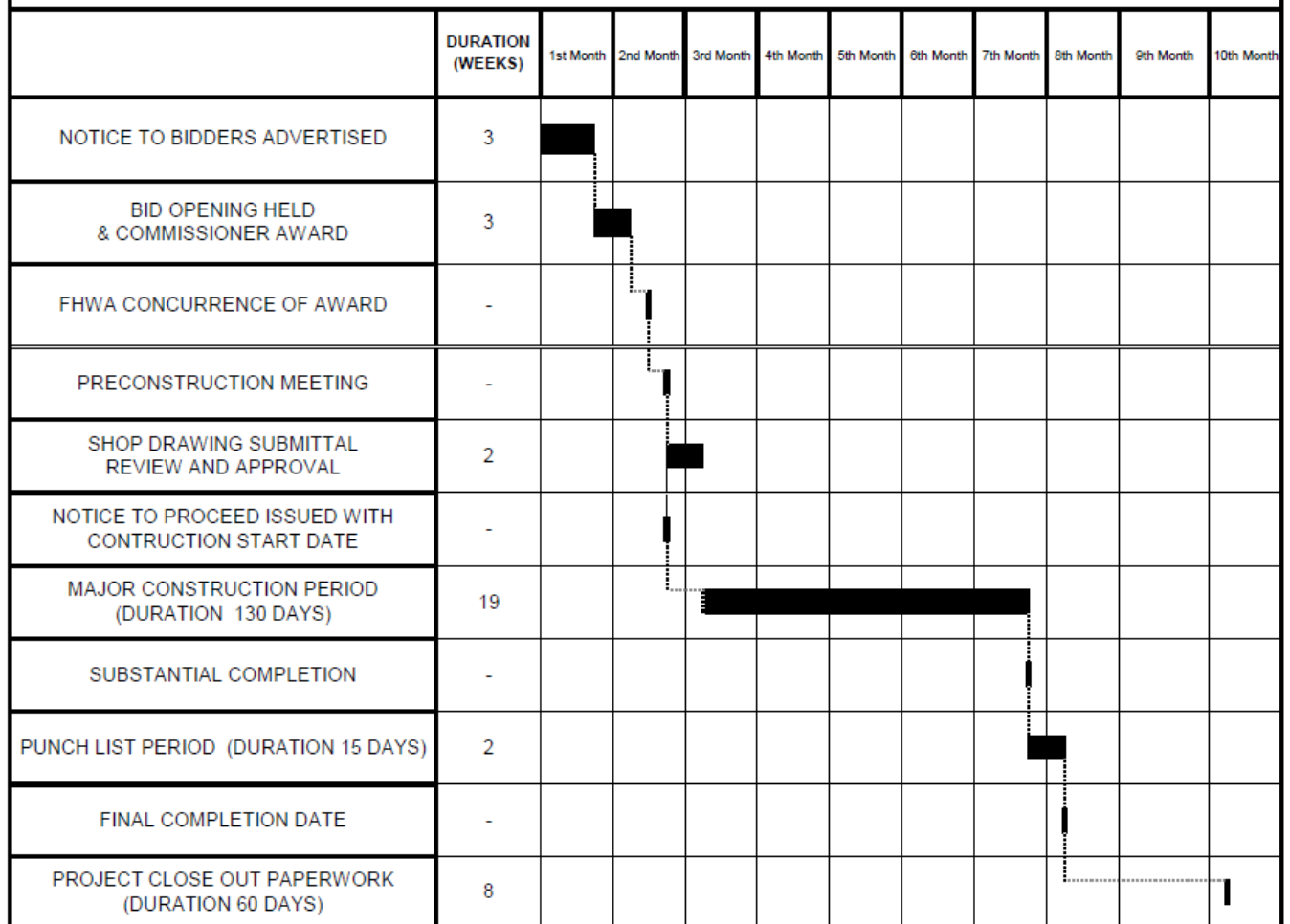
ROUTE: 563

SECTIONS: 8 & 9

Date Created: June 4, 2026

CONSTRUCTION TYPE: 4

BRIDGE TYPE: N/A



*For simplicity estimated schedule, does not reflect a winter shutdown. A winter shutdown is a possibility, as federal authorization date is unknown and will ultimately drive the schedule.

C.E. Services Required for less than 31 weeks

Scope of Services:

DEFINED TERMS:

“County” means the County of Atlantic, a governmental corporation under the laws of the State of New Jersey.

“Proposer”, “Consultant”, “Engineer” or “Surveyor” means the person or entity who submits a proposal directly to the County. Proposer does not include a subcontractor who contracts directly with the successful Proposer.

PROPOSED PROJECT SCHEDULE:

The schedule shall start when the County issues a written Notice to Proceed to the Consultant for a specific construction project. The Engineer shall begin work by attending the construction project’s preconstruction conference.

The Engineer’s obligation to render services here under shall extend for a period as may be required for construction punch list items to be completed, final completion certifications and inspection reports completed, and final payment of the construction project is complete.

Failure to provide the construction inspection services shall constitute a breach of contract entitling the County to proceed with all available legal remedies at its disposal.

NOTE: The successful proposer shall be available to provide resident engineering and inspection services, beginning with the Pre-Construction Conference, upon 21 days advance written notice.

BASIC SERVICES OF ENGINEER:

The Engineer shall provide professional consulting engineering services for the County in all phases of the project to which these General Conditions apply as hereinafter provided. These services will include serving as County’s professional engineering representative for the project, providing professional engineering consultation and advice, and furnishing customary civil engineering services incidental thereto.

The following project phases marked with an “X” or check mark will be required to be completed by the Engineer:

 X Construction Phase

Upon verbal request to proceed with the Construction Phase, the Engineer shall:

Attend the pre-construction conference.

After the pre-construction conference and after the County has issued the Notice to Proceed, the Engineer shall perform the tasks of associated with the general administration of the construction contract and the inspection of the construction work.

General Administration of Construction Contract: The Engineer shall consult with and advise the County and act as the County's representative during the execution of the construction contract. The extent and limitations of the duties, responsibilities and authority of the Engineer shall be set forth in the County's contract.

Visits to Site and Inspection of Construction: In connection with inspection of the work of the Contractor while the work is in progress:

The Engineer shall make visits to the site at intervals appropriate to the various stages of construction in order to inspect as an experienced and qualified design professional the progress and quality of the various aspects of the contractor's work. In addition, if required in the proposal, the Engineer shall provide more continuous inspection of the work. Based on information obtained during such visits and on such inspections, the Engineer shall determine if such work is proceeding in accordance with the contract documents, and the Engineer shall keep the County informed of the progress of the work.

The Resident Engineer and any inspectors will be the Engineer's agents or employees and shall be under the Engineer's supervision. The detailed duties and responsibilities of the Resident Engineer and other Inspectors are generally described herein, and will be finalized in the negotiated contract.

The purpose of the Engineer's and Resident Engineer's inspection is to insure construction in accordance with the design plans and specifications.

However, the Engineer shall not, during such visits or as a result of such inspections of the Contractor's work in progress, supervise, direct or have control over the Contractor's work nor shall the Engineer have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, or safety precautions and programs incidental to the work of the Contractor or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing the work.

Defective Work: The Engineer during construction inspection may disapprove of or reject the Contractor's work if the Engineer believes that the work does not conform to the contract documents or design integrity of the project.

Interpretations, Clarifications, Work Directive Changes, and Change Orders: The Engineer may issue interpretations and clarifications of the contract documents as required. The Engineer shall be responsible for preparing Work Directive Changes and Change Orders with supporting documentation and data for the approval by the Board of Chosen Commissioners and execution by the County Executive in accordance with the County's contract.

Shop Drawings: The Engineer shall review and approve shop drawings and other data which the contractor is required to submit, for conformance with the design concept of the project and compliance with the information given in the contract documents.

Substitutes: The Engineer shall evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor to determine the equivalency of the substitute materials and equipment under the terms and conditions of the contract specifications.

Additional Inspections and Tests: When the Engineer deems it necessary or advisable for implementing the intent of the construction contract documents, the Engineer will have the authority to require additional inspection or testing of the construction contractor's work in accordance with the contract documents and at the contractor's expense.

Disputes between the County and Contractor: The Engineer shall act as initial interpreter of the requirements of the contract documents and shall determine the acceptability of the work. In the event of a dispute between Engineer and the Contractor, the County Engineer will be the final arbiter.

Applications for Payment: Based on the inspections, and information provided by the Resident Engineer, the Engineer shall determine the amounts owed to the Contractor and make recommendations of appropriate payments to the County.

Contractor's Completion Documents: The Engineer shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals, and other documents which are to be assembled by the Contractor in accordance with the contract documents. The Engineer, upon receiving and reviewing these documents, shall transmit them to the County with written comments.

Inspections: The Engineer shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable so that the Engineer may recommend in writing final payment to the Contractor and may give written notice to the County and the Contractor that the work is acceptable, subject to any conditions therein expressed. Upon completion of all construction, including change orders and punchlist items, the Engineer shall provide a certification of completion to the County Engineer. The County Engineer shall then issue the certificate of final completion and shall certify that the project has been completed, and is ready for final payment.

As-Built Plans: The Engineer shall prepare a set of **"red line" as-built plans** showing those changes made during the construction process, based on the marked-up prints, drawings, data, etc furnished by the Contractor to the Engineer and information obtained by the Engineer's staff.

Design Plan Changes: The Engineer will not be responsible to prepare design change plans. Should a design change become necessary on a construction project the design engineer who prepared the construction project design will prepare the necessary design change plans. Such design change plans shall be in the same layout and on reproducible mylars and digital media in a format compatible with the County's CADD software used for the original design plans. Should the project's specifications also need to be revised

as a result of the design change, the design engineer will also prepare the specifications, as may be necessary to construct the changes to the project.

CONSTRUCTION ENGINEERING PHASE:

The Engineer shall furnish a qualified Resident Engineer (RE) with the appropriate experience and Highway Construction Inspector (NICET Level III minimum or Qualified Other - Highway Construction) with appropriate experience, and other qualified field staff as circumstances require to assist the Engineer in inspecting the work by the contractor (i.e. Additional Inspector required during paving operations).

The Resident Engineer will protect the County from any defects in materials or workmanship by the construction Contractor. This is to be accomplished through full time on site inspection of the project site. The Engineer is not responsible for nor in control of the means, methods, techniques, sequences or procedures for construction of the project. The Construction contractor is responsible for these items.

The duties and responsibilities of the Resident Engineer are limited to those of the Engineer as will be further delineated in the negotiated contract for Consulting Engineering Services and are further limited and described as follows:

General - The Resident Engineer is the Engineer's agent at the site and shall act as directed under the supervision of the Engineer. The RE's dealing in construction matters pertaining to the on-site work shall in general be with the Engineer and Contractor. The RE's dealings with subcontractors shall only be through or with the full knowledge and approval of the contractor. The RE shall communicate with the County with the knowledge of and under the direction of the Engineer.

Duties and Responsibilities of RE:

Source Documentation - All related source documents upon which payment is based must be a matter of record. Additionally, all source documents pertaining to the determination of pay quantities must be retained for three years after final payment and project close-out pursuant to 49 CFR 18.36(J)(11).

Source documents consist of notes/documentation of counts; measurements (length, width, depth, and slope); calculations of area, volume, weights; sketches, a statement of compliance with contract plans, and specifications; field changes; comments; and delivery tickets collected and initiated by the inspector at the point of unloading.

Source documentation must specify the following at a minimum:

- Delivery tickets are received before placement of materials
- Testing of materials is documented in the project files and referenced in daily inspection reports

- Form DC-29's are used for daily inspection reports and the instructions included on the DC-29's are followed. DC-29's are supplemented with field notes and photographs that tie the work being done to the plans, specifications and related contract documents.
- Inspection reports are signed and dated by the inspectors.
- The Resident Engineer reviews and initials the daily inspection reports.
- The Resident Engineer prepares a summary of pay quantities based on the daily inspection reports.
- The Resident Engineer uses the summary of pay items to develop periodic pay estimates for the Supervisor of Inspections and the County Engineer. The summary of pay items must be used for comparison and negotiation of contracts payment requests. The Supervisor of Inspections and the Contract Administrator must ensure proper payments are being made in accordance with the contract provisions. Upon acceptance of the negotiated contractor payments, a voucher request will be forward to Atlantic County Department of Finance for contractor payment. Once contractor payment is made, the Contract Administrator must prepare and submit a State voucher.
- Prevailing wage rate requirements of 23 U.S.C. and the Davis-Bacon Act must be met and documented in the LPA's project files. Wage rate interviews must be performed by the site inspector or resident engineer.
- Environmental commitments and/or permit requirements must be met and documented in the daily inspection reports.
- All pedestrian facilities must be constructed or reconstructed in accordance with the American with Disabilities Act (ADA) of 1990' Section 504 of the Rehabilitation Act of 1973, 28 CFR Part 35.14(e) and NJDOT Standard Construction Details. The site inspector and the Supervisor of Inspections will be responsible for the inspection of all ADA related facilities.
- Include provision to identify the LPA's full time employee in "responsible charge" of the project.

Buy America -

Title 23 CFR 635.410 required that all steel or iron products permanently incorporated into a federal-aid project must be manufactured in the United States. This includes application of coatings.

Buy America requirements apply to the entire federal-aid project. Steel or iron products purchased with non federal funds are not exempt from this requirement.

Waivers are permissible in rare cases as specified in 23 CFR 635.410(1). Minimal use of foreign steel or iron is permissible if the costs of such materials does not exceed one-tenth of one percent of the total cost or \$2,500, whichever is greater as specified in 23 CFR 635.410(b)(4).

The County's responsible charge is responsible for receiving the Buy America certification at time of delivery and prior to the steel or iron product being incorporated into the project. The Buy America certification must be current, signed, and dated and be specific to the materials.

Schedules - Review the progress schedule prepared by the contractor and consult with Engineer concerning acceptability.

Meetings - Attend meetings with the contractor such as preconstruction conferences, progress meetings, job conferences and other project related meetings, and prepare and circulate the minutes thereof.

Liaison - The RE shall serve as the Engineer's liaison with the contractor working principally with the contractor's superintendent and the RE shall assist in understanding the contract documents. The RE shall also assist the Engineer in serving as the County's liaison with the contractor. In addition, the RE shall assist in obtaining additional details or information from the County when required for proper execution of the work.

Existing Conditions DVD Movie - The RE is to direct the contractor to immediately, and before any construction work begins, have made a professional Pre-construction DVD movie of the entire existing conditions of the work area and the immediate area along the sides of the project work area. This DVD is to be a record of conditions before construction. When the contractor has finished recording the existing conditions, the RE is to immediately review this movie for content, and if found to be clear, properly done, and adequate, the RE shall immediately record the date of receipt and provide a copy to the County Engineer's Office before the construction begins.

Shop Drawings - The RE shall record the date of receipt of all shop drawings delivered to the site and advise the Engineer and the contractor of the commencement of any work requiring a shop drawing if the submittal has not been approved by the Engineer.

Review of Work, Rejection of Defective Work, Inspections and Tests -The RE shall conduct on-site inspection of the work in progress and shall assist the Engineer in determining if the work is in general proceeding in accordance with the plans and specifications. If the RE believes that any work is unsatisfactory, faulty or defective or does not conform to the plans or specifications, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made, the RE shall report this to the Engineer and shall further advise the Engineer of any work that the RE believes should be corrected or rejected or should be uncovered for inspection or requires special testing inspection or approval. The RE shall verify that tests, equipment and operating and maintenance are conducted in the presence of appropriate personnel and that the contractor maintains adequate records thereof. The RE shall report appropriate details relative to test procedures and results to the Engineer.

Interpretation of Contract Documents - When clarifications and interpretations of the plans and specifications are requested by the contractor, the RE shall report this information to the Engineer and shall then transmit to the contractor the clarifications and interpretations as issued by the Engineer.

Modifications to Plans and Specifications - Contractor's suggestions for modifications to the plans or specifications shall be considered and evaluated by the RE and reported with the RE's recommendations to the Engineer. The RE shall then transmit the decisions issued by the Engineer to the contractor.

Records - The RE shall maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings, reproductions of original plans and specifications including all addenda, change orders, field orders, additional plans issued subsequent to the execution of the contract, Engineer's clarifications and interpretations of the plans and specifications, progress reports, **source documentation, buy America certifications**, and other project related documents. The RE shall keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of field changes, change orders or other change conditions, list of job site visitors, daily activities, field decisions, observations in general and specific observations in more detail as in the case of observing test procedures. The RE shall send copies of the diary or field log to the Engineer and County. The RE shall also record names, addresses, and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.

Reports - The RE shall furnish the Engineer and County Engineer periodic reports as required of progress of the work and of contractor's compliance with the progress schedule and schedule of shop drawings. The RE shall advise the Engineer and County Engineer in advance of scheduled major tests, inspections or start of important phases of the work. The RE shall draft proposed change orders and work changes, obtaining back-up material from the contractor and recommend to Engineer change orders, work changes and field orders. The RE shall report immediately to both the Engineer and County upon the occurrence of any accident.

Payment Requests - The RE shall review applications for payment with the contractor for compliance with the contract and shall forward the recommendations to the Engineer,

Completion - Before the Engineer recommends a certificate of substantial completion to the County Engineer, the RE shall submit to the contractor a list of observed items requiring completion or correction. The RE shall also conduct a final inspection in the company of the Engineer, County and contractor and shall then prepare a final punch list of items to be completed or corrected. Prior to making recommendation for final payment to the Engineer, the RE shall assure that all items on the final punch list have been completed or corrected by the contractor, and that all necessary documentation has been completed.

Communication and Emergencies - The RE shall have a cell phone in his or her possession at all times in case the County Engineer requires any communication with the site. In addition, the RE shall supply the County with a twenty-four hour

phone number to be used in case of emergency. Emergencies include but are not limited to accidents involving property damage, bodily injury, hazardous waste spills or unearthing hazardous waste, or damage to existing utility infrastructure.

As-Built Plans - The RE shall prepare a set of as built plans in accordance with requirements listed on page 3

Limitations of Authority of The RE:

Shall not authorize any deviation from the contract plans or specifications or substitute any materials or equipment not authorized by the Engineer;

Shall not exceed limitations of Engineer's authority as set forth in the General Conditions or the Contract;

Shall not undertake any of the responsibilities of contractor, subcontractor or contractor's superintendent;

Shall not advise on, issue directions relative to or assume control of any aspect of the means, methods, techniques, sequences or procedures of construction without prior approval of the Engineer and County Engineer

Shall not advise on, issue directions regarding or assume control over safety precautions and safety programs in connection with the work;

Shall not accept shop drawings from anyone other than the contractor;

Shall not participate in specialized field or laboratory tests or inspections conducted by others

Construction Inspection / Construction Services Individuals

- At least one full-time NICET (or equivalent) inspector shall be on site during all construction activities.
- A resident engineer shall be available during the duration of the project and for project close-out.
- All outside consultant service individuals shall report to the Atlantic County supervisor of inspections within the Division of Engineering.
- Maintain appropriate daily reports and construction as-built quantity records
- Conduct wage rate inspections on a monthly base (shall be done per trade minimum).
- Review contractor submissions to insure compliance with prevailing wage rate
- Review and process contractor payments.
- Project engineer reviews for completeness (payment applications, invoice, and signed voucher). If incomplete, notify contractor of needed items
- On-site inspector reviews to verify quantities completed. If discrepancy, notify contractor to reconcile
- Resident engineer verifies bid unit prices and calculation of payment amount.
- Resident engineer verifies contractor submission of certified payrolls, monthly utilization report (web based), and training reports (if applicable). Notify contractor if items are needed.

ENGINEERING STANDARDS AND REQUIREMENTS:

All work shall be done in strict compliance with all applicable Federal, New Jersey State, Atlantic County, and local municipal laws, rules, and regulations.

All signal and roadway design prescribed herein shall comply with:

- a. the AASHTO "A Policy on Geometric Design of Highways and Streets" (current edition)
- b. the NJDOT "Design Manual - Roadway" (current edition and addenda)
- c. the FHWA "Manual on Uniform Traffic Control Devices" (current edition and addenda)
- d. the National Electrical Code (current edition)
- e. the NJDOT "Standard Roadway Construction - Traffic Control - Bridge Construction Details" (current edition and addenda)
- f. the NJDOT Standard Specifications for Road and Bridge Construction" (current edition and addenda)
- g. the NJDOT "Supplementary Specifications for State Aid Projects" (current edition)
- h. the NJDOT "Supplementary Specifications for Federal Aid Projects" (current edition)
- i. the current design standards of the Atlantic County Engineer's Office.

and used as reference:

- j. the NJDOT "Sample Plans" (current edition and addenda)

All required reports, documents, calculations, etc. which are necessary for the project's design and/or approval shall conform to the standard format of the **NJDOT's "Federal Aid Handbook"** Procedures for Federal Aid (federal aid projects only) to Counties and Municipalities, and the "NJDOT Procedures Manual", as may be applicable. **The consultant shall follow all applicable FHWA/NJDOT/Atlantic County requirements for construction inspection/management/administration.**

DELIVERABLES:

The New Jersey Licensed Engineer is responsible for submitting all deliverable work products on or before the construction project close-out date. As appropriate for the type of work ordered, the deliverables shall include all of the following or such other items as may be directed in the RFP:

- a. Change Orders and related explanations & documents.
- b. NJDOT required documents.
- c. Punchlist Work, Punchlist completion and Project Completion Certification.
- d. Original Pre-construction DVD movie of entire existing conditions for the work area and the immediate area along the sides of the project work area.
- e. All project related notes and documents, including as-built plans
- f. Red Line As-Built drawings, and similar documents.