

# CONSTRUCTION PROCEDURE HANDBOOK

SECTION III

SUBSECTION L

DATE

CONSTRUCTION START-UP	ITS PRE-CONSTRUCTION MEETING	12/1/2016
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If there are Intelligent Transportation System (ITS) Items (Items from Section 704 of the Specifications) in the Contract or if the existing ITS facilities within the Project Limits are impacted due to proposed construction, the RE is required to hold a separate ITS preconstruction meeting. This meeting is to be held as soon as practicable after the preconstruction meeting and significantly before ITS construction or impact to the existing ITS facilities occur. The purpose of the meeting is to establish the working relationship between the Contractor, subcontractor(s), the NJDOT Mobility Systems Engineering (MSE) Unit, formerly ITS Engineering, Traffic Operations and the RE.

The following are to be invited to the meeting:

Contractor, Subcontractor(s) performing the ITS work(including the System Integrator), RE, Field Manager, Regional Construction's Electrical Engineer, Project Manager (PM), IMSE, Electrical Maintenance, Designer, Traffic Operations, NJDOT Information Technology (IT), Utility Company(ies) providing power and communication service, FHWA Transportation Engineer and all other interested parties.

The following is to be discussed at the meeting:

1. The requirements of Subpart 704.03.01 of the 2007 Standard Specifications which require the Contractor to:
  - a. Submit a plan to the RE detailing the proposed construction, and the method of maintaining, modifying and operating the ITS system(s).
  - b. Arrange a meeting to verify the operational status of the ITS system and the responsibilities for maintenance. [Form ITS-2](#) Is to be completed by MSE and signed by MSE, the Contractor and the RE. A copy will be provided to all attendees.
2. Workzone Requirements including Travel Times (if designed as such) and the scheduling to integrate them.
3. The process of submitting Working Drawings/Materials/Block Diagrams. Emphasis is to be placed on the necessity to start the submission process immediately in order to get the required approvals.
4. Contact information in regard to reporting problems with the operation of devices.
5. The current testing procedures for Levels A, B and C testing along with the required [Testing Forms](#).
6. The long lead time requirements to order and deliver ITS Items.
7. The requirements for device utility service connections (electric, cable, telephone, fiber optic, etc.) and the transfer of these connections to and from the Contractor to the NJDOT.
8. Other utility issues.
9. Confirmation of the communication requirements for each device constructed.
10. Corrective action List/Substantial Completion/Acceptance/Partial Acceptance requirements.
11. ITS construction schedule.

12. Submissions of all Requests for Information (RFI) are to be addressed to the RE from the Contractor. RFIs are not to be submitted by subcontractors. RFIs are not to be sent to any other NJDOT unit or designers.