

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION IV	SUBSECTION A	DATE
CONSTRUCTION OPERATIONS	CHANGED FIELD CONDITIONS	6/30/2018

## 1. Design Changes not within RE's authority:

In accordance with N.J.S.A 59:4-6, a Change in the design within the Contract Documents requires approval by a public employee who can exercise discretionary authority. During the Construction phase of the project, the Project Manager has authority to approve such a change.

The RE must receive the Project Manager's (PM's) approval, using [Form DC-150](#), for all changes in the design of the Contract Documents for Capital Program Management projects, and/or Operations projects, irrespective of its cost and **before** the change in design is constructed. Funding for all changes must be obtained before proceeding with the changes.

If a change in design is required due to an unforeseen condition or at the request of a project stakeholder, the RE will continue to work with the designer and the PM to develop a design solution. However, upon development of the design solution, the RE will secure the PM's approval using [Form DC-150](#). The description of the change noted on the form must be specific and detailed. Sketches and or Drawings denoting the change are encouraged where appropriate. If a formal Change Order is required for this design change, include the [Form DC-150](#) approved by the PM with the Change Order. Formal Change of Plans do not require an approved [Form DC-150](#).

There may be urgent and unsafe circumstances, such as safety of the public that requires the RE to give immediate direction without receiving the PM's approval of a [Form DC-150](#). Such changes should be communicated and documented to the PM as soon as practicable but no later than three days after such a circumstance. It is noted that performing the work prior to approval, forever eliminates the Department's design immunity.

The FHWA is required to be contacted by the RE regarding design changes should the project be required to do as a PODI project

## 2. Design Changes within the RE's authority:

The RE has very limited authority to change the design of a project. These design changes are ones that do not impact the project in a manner that will expose the Department to tort claims and other issues. These changes should be discussed with the FM prior to implementation. The FHWA is required to be contacted by the RE regarding design changes should the project be required to do so as a PODI project.

Be reminded that DOT staff is limited by the following APPROVAL LIMITS based on APPROVAL AUTHORITY

<u>APPROVAL AUTHORITY</u>	<u>APPROVAL LIMIT</u>
RE	\$50,000.00
Field Manager	\$50,000.01 TO \$200,000.00
RCE	\$200,000.01 TO \$500,000.00
Change Control Board	OVER \$500,000.

The RCE must be contacted by the RE on approval limits above \$200,000.00.

The following are examples of the RE's limitations in addressing design changes.

#### **Soil Erosion and Sediment Control**

Adjustment of the Soil and Sediment Control devices to meet field conditions is permitted by the RE as long as they do not interfere with traffic and serve their intended purpose. The RE- can add additional measure to address unforeseen field conditions.

#### **Temporary Traffic Control Devices**

Device locations can be adjusted by the RE to fit field conditions as long as their adjustment is in accordance with the Manual of Uniform Traffic Control (MUTCD). Other changes must be approved by the PM.

#### **Stripping**

The depth limits of stripping can be adjusted by the RE with the approval of the FM and Department SME.

#### **Embankment**

The fattening of slopes with excess excavated material by the RE within the ROW is allowed with FM and designer approval.

#### **Pavements**

Pavement limits can be extended longitudinally by the RE to meet field conditions but the length of the extension cannot include driveways and beam guiderail. No changes to the grades and cross slopes are allowed. A reasonable need for the extension must be demonstrated. This extension is not intended to add more than approximately 100 feet to the limits.

#### **Concrete Pavement Rehabilitation**

The limits of repair are at the discretion of the RE with approval of the FM and Pavement Management SME.

### **Structural Rehabilitation**

Extending repair limits are at the discretion of the RE with SME approval but funding must be available. For deck repairs the limits are not to exceed 30% of the deck surface without PM approval.

### **Drainage Pipe and Structures**

Underground items can be adjusted by the RE to avoid conflicts. Drainage design gradients must be maintained. Location must be documented through the asbuilt process. Above ground items such as manholes and inlets cannot be moved without PM approval.

### **Permanent Fence**

Fence can be adjusted by the RE to fit site conditions. It is not to be moved outside the ROW.

### **Sidewalks, Driveways and Islands**

Sidewalk can be adjusted by the RE to avoid conflicts. All ADA requirements must be met when it is adjusted. Driveway access locations cannot be changed without PM approval.

### **Utilities**

Underground utilities can be adjusted by the RE to avoid conflicts with concurrence of the Utility. Movement must be in accordance with Utility requirements. Location must be documented through asbuilt process.

### **Electrical General**

Underground electrical items can be adjusted by the RE to avoid conflict with concurrence of the Electrical SME. Electrical surface features are not to interfere with sidewalk and ADA requirements. Location must be documented through asbuilt process.

### **Intelligent Transportation Systems**

Underground utilities can be adjusted by the RE to avoid conflicts. All adjustments must be confirmed by Mobility and Systems Engineering (ITS). Movement must be in accordance with NJDOT requirements. Location must be documented through asbuilt process.

### **Landscaping**

Landscape items can be adjusted by the RE without PM approval but trees cannot be moved to within the clear zone. All adjustments require Bureau of Landscape Architecture and Environmental Solutions approval.