



DEPARTMENT OF ENGINEERING AND PLANNING
Division of Engineering
Sussex County Administrative Center
One Spring Street
Newton, New Jersey 07860
Tel. 973-579-0430
FAX 973- 579-0444
E-mail: dpw@sussex.nj.us

John C. Risko, P.E., P.L.S., P.P.
Division Director/Assistant County Engineer

County of Sussex

**Sussex County Division of Engineering
PRECONSTRUCTION MEETING**

**2014 Resurfacing Program
Various Sussex County Municipalities**

**Date: Thursday September 4, 2014
Time: 10:00 A.M.**

Location: Sussex County Division of Engineering
One Spring Street
Newton, NJ 07860
Freeholder Meeting Room – 1st Floor

Parking: Parking lot entrance on Trinity Street.
Additional parking located in the Parking Garage beside the Court House at
39 High Street (SR 94 south)

Contact: Should you have any questions please contact Elizabeth Awad, Assistant
Engineer at 973-579-0430

Project Team:

County:			
Project Manager	Bill Koppenaar	bkoppenaar@sussex.nj.us	973-579-0430
Project Engineer	Elizabeth Awad	eawad@sussex.nj.us	973-579-0430
Head Construction Inspector	Rick Grossman	rgrossman@sussex.nj.us	973-579-0430
Contractor:			
Superintendent			
Project Manager			

Contractor Submittals Due at Preconstruction Meeting:

- Signed Contracts
- Certificate of Insurance
- Performance/Payment Bond
- Initial Project Workforce Report
- Progress Schedule as specified in 153.03
- Daily Work Hours
- Health & Safety Program as specified in 108.05.02
- NJDOT Form SA-11: Mat. Questionnaire with datasheets/certs.
- Approved NJDOT Asphalt Mix Designs & Supplier
- Name, Certification, and Contact for on-site Traffic Control Coordinator (TCC)
- Evidence of Flaggers formal training
- NJDOT Form DC-34: Key Contacts
- Paving Plan
- Striping Plan
- Pavement Marking Plan
- Project Schedule for CR 671 Reconstruction
- Approved NJDOT BDWSC Mix Design and Supplier
- Paving Plan for Bridge K-03

NOTE: If Paving, Striping, and Pavement Marking plans are not submitted at the Preconstruction Meeting they will be required before the start of those items of work.

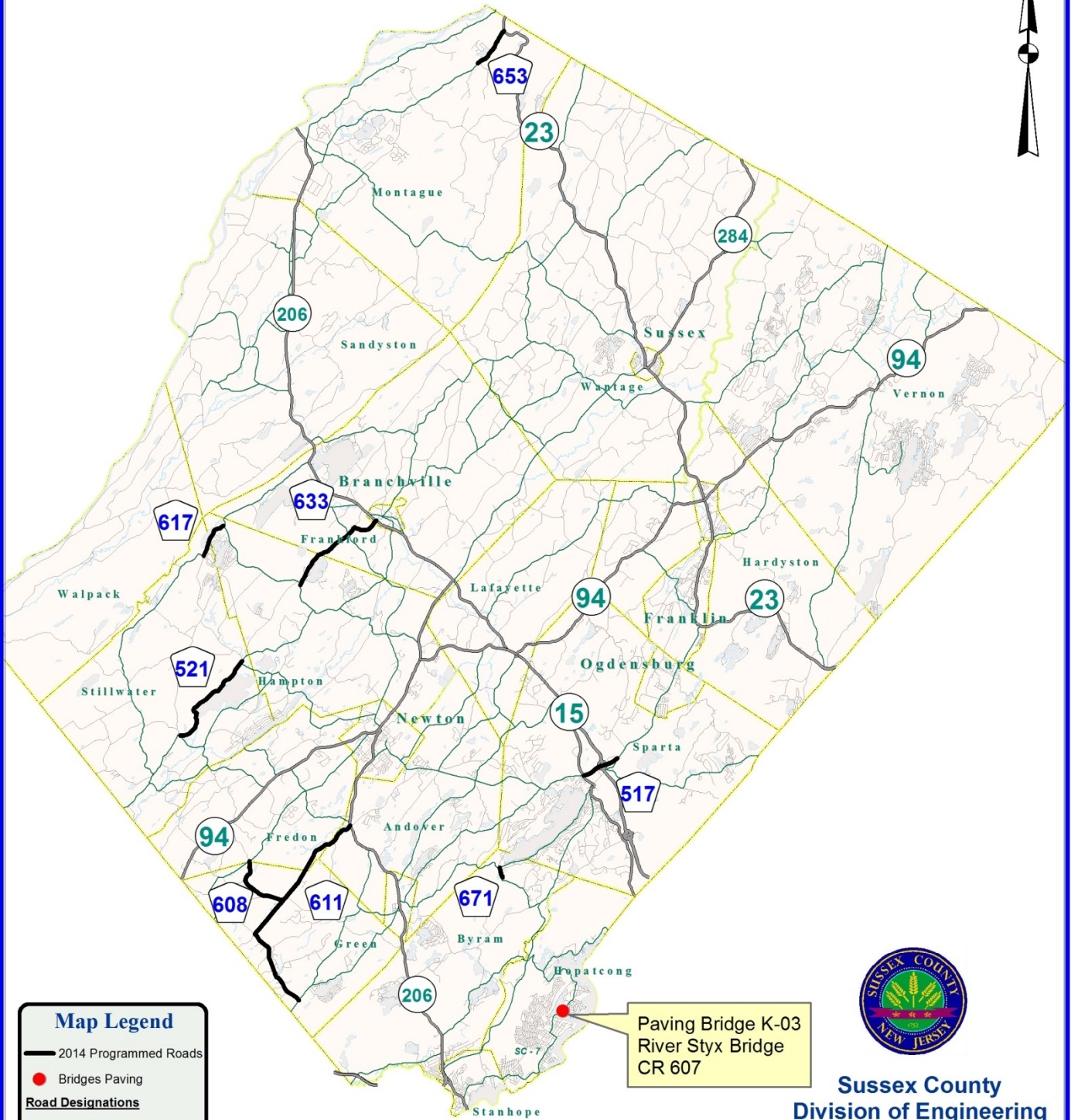
Meeting Agenda:

- 1) **Introductions and Meeting Sign-In Sheet**
- 2) **Project Description:** This project generally includes milling, resurfacing, striping, traffic control, and work zone safety. The project includes the following roads:

Currently anticipated work sequence:

- a) County Bridge K-03
- b) County Route 611
- c) County Route 608
- d) County Route 521
- e) County Route 633
- f) County Route 671 (reconstruction shall precede overlay)
- g) County Route 517
- h) County Route 653
- i) County Route 617 (section reduced)
- j) ~~County Route 519~~

2014 SUSSEX COUNTY RESURFACING PROGRAM

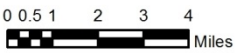


Map Legend

- 2014 Programmed Roads
- Bridges Paving

Road Designations

- State Route
- County Route
- Municipal Street



Sussex County
Division of Engineering
2014 Sussex County
Resurfacing Program
Printed: Aug 8, 2014

3) **Inspection:**

- a) This project is funded through State Aid to Counties and Sussex County Capital Funds. The Contractor is advised that NO work can take place unless the Sussex County Construction Inspector is on site. Normal Inspector work hours are from 7:00 am to 3:30 pm, or 8 hours per day with a one-half hour lunch. The Contractor must request and receive approval for extended daily work hours.
- b) It is the responsibility of the contractor to ensure that there is a Sussex County Construction Inspector on site at ALL TIMES if work is being done by the contractor or any subcontractor. It is not acceptable for subcontractors to spontaneously work without the knowledge of the County.

4) **Contractor's Superintendent:**

- a) The Contractor shall have a qualified superintendent on the job and will be responsible for the coordination of all work.
- b) Prime contractor must have supervision on project at all times, including the oversight of all subcontracted work.

5) **Correspondence and Communications:**

- a) All communications with the public are to be referred to the Project Engineer or Project Manager to avoid comments from unauthorized or uninformed personnel impacting the public's perception.
- b) Correspondence shall be directed to the Project Engineer for processing by the County unless otherwise noticed.

6) **Dates and Work Hours:**

- a) Project Start: Within 3 days of Notice to Proceed as per Special Provisions Section 108.02
- b) Per Special Provision Section 108.10 all work required for Interim Completion of the Project shall be completed on or before November 26, 2014 unless approved by the County Engineer.
- c) No work will be allowed on County holidays or weekends without approval from the County.
- d) County Holidays during Project:
 - i) Monday October 13 – Columbus Day
 - ii) Tuesday November 11 – Veterans Day

7) **Detour and/or Traffic Control Plan**

- a) Traffic Control shall be installed and maintained per the project plans by the Contractor.
- b) All traffic control devices MUST be in place prior to advancing any active construction within the roadway.
- c) VMB placed minimum of one week prior to start of construction.
- d) Single Lane must be maintained at all times.
- e) Intersections will require traffic directors to control the flow of traffic out and into the work zone.
- f) Closures are not anticipated for this project.

- 8) **Traffic Control Directors (Flaggers):**
- a) Refer to Special Provision Section 159 for additional information on this subject.
 - b) Flagger: At no time shall the trained individual manning (operating) the STOP/SLOW paddle leave the paddle unmanned. The trained individual shall at all times have positive control of the paddle.**
 - c) Certified Traffic Control officer must be identified prior to construction and provide Rutgers CAIT Traffic Control Coordinator Program completion certificate.
 - d) The Contractor shall provide the County with evidence that all flaggers have received training in safe traffic control practices per MUTCD Section 6E.01
 - e) All traffic control and work zone safety MUST be in place each day prior to commencing work within the roadway or impacting the flow of traffic.
 - f) The Construction Inspector is responsible for daily inspection reports for traffic control plan conformance.
- 9) **Uniformed Traffic Control Officers:**
- a) Uniform Police Traffic Control Officers will be required when any flagging operations override the controls of a Traffic Signal, i.e. directing (flagging) vehicles through a red signal.
 - b) All police enhancements will be coordinated through Sussex County Division of Engineering and Sussex County Sheriff's Office, supporting offices will be arranged through the Sussex County Sherriff's office.
 - c) Anticipated Police Enhancement:
 - i) Major Intersections
 - ii) High Density Residential Areas
 - iii) High Volume Roads
 - iv) Initially Anticipated Enhancement Locations:
 - a. CR 517
 - b. CR 633
 - c. CR 611
 - d. Bridge K-03
 - e. CR 653
 - d) Contractors requesting Uniformed Traffic Control Officer Enhancement must provide a written request to the Project Engineer a minimum of 72 hours prior to their desired use.
 - e) Requests must include Number of Officers Requested, Type of Activity, Time and place of meeting, duration of use. The County of Sussex will review requests with the Sussex County Sherriff's Office. Requests will be evaluated in accordance with the NJDOT Construction Procedures Handbook for Work Zone Traffic Control.
 - f) The uses of Uniformed Traffic Control Officer Enhancement DOES NOT relieve the Contractor of their responsibility to provide and maintain traffic control flaggers and work zone safety.
 - g) The Contractor shall be responsible for the daily coordination of Police Enhancement. All cancelations must be completed in accordance with the Police Office Policies. Fees resulting from cancellations not in conformance with the Police Office Policies may be back-charged to the Contractor.

- 10) **Project Meetings:**
 - a) Project Meetings will be scheduled with the Project Engineer. The meetings will be used to review project progress, payment vouchers, record keeping; accomplishments, hours to be worked, work zone traffic control, and other related items.
 - b) The Contractor shall provide the status of the project work week, the progress in comparison to the project schedule, as well as the work planned for the following week.

- 11) **Materials:**
 - a) The Contractor shall provide (anticipated during this meeting) the Materials Questionnaire SA-11 (two copies) **accompanied by applicable current material certifications.**
 - b) The Contractor must provide Delivery Ticket Source Testing and certifications prior to using the materials on the project.
 - c) The County has an independent Testing Lab that will perform material tests as directed by the Project Engineer.
 - d) Pavement Core Samples will be collected in accordance with NJDOT Specifications Section 401.03.03 H and 401.03.05.

- 12) **Utilities:** (Contractor is referred to section 105.07)
 - a) Contractor responsible for Utility Verification; One Call System (811)
 - b) The County shall be present during all meetings with Utilities.

- 13) **Soil Erosion and Sediment Control:**
 - a) Per NJDOT specifications the contract must provide a minimum of one Oil-Only Emergency Spill Kit for each active work area.
 - b) Millings disposal should be in conformance with the "Asphalt Millings Guidance Document" See Attachment A of Contract Special Provisions

- 14) **Health and Safety:**
 - a) Contractor must comply with all State and Federal regulations concerning construction safety and health standards.
 - b) Review of the Contractor's Health and Safety Plan will be completed by the County prior to commencement of construction.
 - c) OSHA Requirements – The Contractor will be responsible for their compliance with applicable OSHA requirements.

- 15) **Request for Information:** All requests for information or clarification shall be directed to the Project Engineer.

- 16) **Reporting and Record Keeping:**
 - a) Contractor and Subcontractors are responsible for state and federal monthly reporting.
 - b) EEO-DBE-Training
 - i) No Training Goal for this project
 - ii) DBE/ESBE: Project Goal: 0%
 - iii) Contractor shall provide Project Engineer all information required for DBE Compliance.

17) Vouchers, Payments, Extra and/or Supplemental Work:

- a) Certified Payrolls will be required with each payment voucher request; payments will not be processed without this information.
- b) Any Extra or Supplemental work which will increase the amount of the contract MUST have Freeholder Approval and NJDOT concurrence prior to execution. All Change Order requests must be accompanied by a completed Change Order form.
- c) Payments to the Contractor will be on a Monthly basis per the contract. The Contractor shall submit an invoice and required support documentation to the Project Engineer for processing.
- d) A complete submittal includes one (1) copy of the voucher, the Contractor's invoice and schedule of quantities of work completed to date and Pay Estimate prepared by the County (approved by the Inspector and signed by the Contractor).

18) Items of Particular Interest to this project:

- a) Use of adjacent property. Use of adjacent property for any purpose, i.e. equipment storage or staging, shall be undertaken at the full responsibility of the contractor. The Contractor shall be solely responsible for remediation and/or restoration of any impacts to adjacent properties resulting from the Contractors actions. Prior to use of adjacent property the Contractor shall provide the County with a written permission from the subject property owner. Prior to final payment the Contractor shall provide the County with release from each property owner.
- b) Night Paving CR 517 Bypass
- c) CR 671 Reconstruction & Profile Milling
- d) County Signal at CR 671
- e) Bridge K-03
- f) Centerline Joints
- g) Berms
- h) 100-foot station mark-outs

19) Comments and Questions From Others:

- a) NJDOT Local Aid
- b) Utilities
- c) Police
- d) Schools
- e) Municipal Representatives
- f) Other Attendees

Invitee List: Please feel free to forward contact information of additional interested parties TO the Division of Engineering.

E-mailed (unless otherwise noted):

In House Staff: E.Awad; B.Ayers; T.Carlson; W.Cramp; S.Delmar; J.Eskilson; R.Grossman; A.Havens; S.Heintz; N.Holleran; B.Johnson; J.Kampa; B.Koppenaal; J.Little; F.Martone; T.Masker; M.Mezger; S.Pearson; B.Pierce; J.Risko; K.Rude; R.Schark; M.Sinke; S.Utter

Contractor:

Schifano Construction phil.schifano@schifanoconstruction.com

Municipalities:

Andover Twp vthompson@andovertp.org
Branchville branchvilleclerk@yahoo.com
Byram jsabatini@byramtp.org
dflynn@byramtp.org
Frankford clerk@frankfordtp-nj.com
Fredon fredonclerk@embarqmail.com
lkerwick@fredon.org
Green lapclerk@greentwp.com
Hampton administrator@hamptontwp-nj.org
clerk@hamptontwp-nj.org
kmurphy@hamptontwp-nj.org
Hopatcong cgleason@hopatcong.org
relia@hopatcong.org
Montague edefabiis@montaguenj.org
Sparta william.close@spartanj.org
eric.powell@spartanj.org
mary.coe@spartanj.org
Stillwater clerk@stillwatertwp.com

Law Enforcement:

Andover Twp smurrell@atpd.org
Byram rrafferty@byrampd.org
Hopatcong moshea@hopatcongpolice.org
Sparta ernie@spartapal.com
State Police lpp4084@gw.njsp.org
Sussex County Sheriff mstrada@sussexcountysheriff.com
gkately@sussexcountysheriff.com
jgray@sussexcountysheriff.com
hmanser@sussexcountysheriff.com

Schools:

Andover Regional tvanauken@andoverregional.org
Byram r.gurski@hotmail.com
Frankford dbittiger@frankfordschool.org
Green nusinowicz@greenhills.org

High Point Regional HS	cjoseph@hpregonal.org
	jwilliams@hpregonal.org
Hopatcong	mroe@hopatcongschools.org
Kittatinny Regional HS	mvankirk@krhs.net
	kkane@krhs.net
Montague	ddennis@montagueschool.org
Sparta	marcy.decker@sparta.org
	patricia.tojanowski@sparta.org
Stillwater	bill.shelton@stillwaterschool.net

Utilities:

JCP&L	dhoppe@firstenergycorp.com
Service Electric	jenp@secable.com

Others:

NJDOT Local Aid	milan.limbachia@dot.state.nj.us
SC OEM	mvogel@sussexcountysheriff.com
SC Fire Marshall	jinga@embarqmail.com

**This is the only notice your Municipality or Agency will receive.
Please notify your appropriate staff.**