

CONSTRUCTION PROCEDURES HANDBOOK

| SECTION VI | SUBSECTION K | DATE |
|-------------------------|----------------------|------------|
| CONSTRUCTION OPERATIONS | UTILITY COORDINATION | 11/14/2022 |

Utility Agreements

Utility Agreements Modifications (UAMs) authorizing utility construction are to be sent out to Utilities prior to the PS&E Submission and signed prior to Contract Advertisement. The Project Manager (PM) will forward a copy of these documents, which will be included with the Utility plans to the Regional Construction Office (RCO) no later than two weeks after the Contract is advertised. The RCO will forward the documents to the RE prior to the Preconstruction Conference.

Upon receipt from the Regional Construction Office, the RE will ensure that there is a Utility Agreement on file for each Utility involved in the project. The RE will review each Utility Agreement to ensure that they are compatible with Subsection 105.07 of the project's Special Provisions.

The RE will provide a copy of each Utility Agreement Plans to the Contractor at the Preconstruction Conference.

Utility work may be performed by any of the following:

- a. The Utility (or a subcontractor hired by the Utility) performs the betterment (a non-reimbursable improvement) work at the Utility's expense. This work should be monitored to ensure construction methods are performed in a satisfactory manner (e.g. proper compaction) and to ensure that the placement of utilities does not conflict with proposed Contract work.
- b. The Utility (or a subcontractor hired by the Utility) performs the work and is reimbursed by the Department. In this case, the work will have to be monitored by the Department to the extent necessary to ensure that it is being performed in accordance with the Utility Agreements, as well as the Contract and properly documented to support payment of invoices.
- c. The Contractor, under the terms of the Contract, performs the work (A typical example is bridge conduit). On Federally funded projects, the RE must also review the project agreement between the FHWA and the NJDOT to determine the extent of Federal funding. This Detailed Participation Summary is produced by the Bureau of Capital Program Coordination and can be found in the Bid Tabulations on Bid Express or the NJDOT website at the Division of Procurement, Awarded Projects.

All funding information must be entered by the RE, on the DC-174 Change Order Cost Sharing Distribution form, when the first Change Order is prepared. All work indicated as a betterment is performed at the Utility's expense and the Department is reimbursed through billing by Accounting. The Utility needs to be advised when utility work is being performed by the Contractor so the Utility can inspect and approve the work.

Utility Notification

Contracts have placed the responsibility to provide the advance notice to the Utility(ies) indicated in the utility schedules on the Contractor. This is to be fully discussed at the Utility Preconstruction Meeting.

The RE is to phone or email the Utility contact representatives listed in the Special Provisions to verify that they are the correct contact and that the mailing address is correct. Inform the Utilities that a Utility Preconstruction Meeting will be scheduled on or about a date.

NOTE

Advanced Utility Work: The PM will contact the Field Manager when advanced utility work will be required, the Utility agreements are in place and the funding is secured. When utility work will be performed in advance of construction (executed Contract) or if the advance Utility notice needs to be sent in advance of construction, the Field Manager should contact the PM and coordinate who (PM, Field Manager) will be responsible for providing the Utility with notice and when the notice should be sent. In some cases, funding must be secured in order to enable the Utility Agreement to be in place, which would permit sending the notice.

On projects where advance utility work is to be performed, and the PM requests construction inspection, the Field Manager (or if assigned, the RE) will schedule an Advanced Utility Preconstruction Meeting (see Utility Preconstruction Meeting below).

UAMs for advanced utility work should address responsibility for layout and traffic control.

Utility Preconstruction Meeting

The RE will schedule a Utility Preconstruction Meeting to be attended by all Utility's representatives that have utilities on or are being impacted by the Contract, Field Manager, PM and the Contractor. If the Contractor is proposing changes to the sequence of utility work, the PM may invite the Utility Management Unit, which is part of the Project Management Office (PMO). The meeting should be held within two weeks after the Preconstruction Conference is held. The RE will chair the meeting and will prepare and distribute the meeting's minutes. The following topics are to be discussed at the meeting:

Coordination

a) Advanced Utility notice

- Contractor is to provide advanced Utility notice.
- The Utility's representative will act as the central contact for all of the Utility's operations.
- The need for advanced notice of subsequent stage work (and the need for Contractor guarantee that sites will be prepared for subsequent stage work.)
- Subcontractors hired by the Utility need to be approved by the RE prior to starting work. The subcontractor hired by the Utility must certify that the subcontract complies with and physically includes FHWA Form 1273, 2 CFR 200.216 and 2 CFR 200 Appendix II into the subcontract.

- b) The Contractor's and Utility's respective roles and responsibilities regarding cooperation and coordination of work as per Specifications Subsection 105.07.
 - Layout requirements.
 - Site preparation/ vegetation clearing.
 - Who is responsible for supporting poles or protecting utilities?
 - Coordinating concurrent operations – who gets to work where.
- c) Coordination of utility relocations among Utilities.
 - Joint utility pole occupancy – notification between Utilities when work can proceed, who is responsible for removing pole.
 - New Jersey One Call.
 - Coordinating concurrent operations – who gets to work where.
- d) Regular utility coordination meetings. (Consider holding these meetings jointly with adjacent project REs to ensure work is properly prioritized).
- e) Obtain the contact names and phone numbers within the Utility for various features of work. Also, obtain supervisor and manager contact information.

Schedule

- a) Discuss the time frames for notice and work durations noted in the Special Provisions with the Utilities and determine if these are still considered acceptable by the Utilities.
- b) Review utility restrictions on service interruptions. (Gas, Water and Electric Utilities typically place seasonal restrictions on service interruptions).
- c) Ask the Utilities if there are any unique customer service interruption restrictions on the project. Sometimes, because of unique customer needs, a Utility will restrict when a service outage will be permitted (e.g. nights, weekends, or a season).
- d) Review the Contractor's intended work schedule, and how the Contractor's schedule affects the Utilities' work schedule. This can be critical where Contractor site preparation or traffic staging is required for utility work. Typically, the Contractor's baseline progress schedule is not submitted at this time, and discussions will be of a general nature. Stress to the Contractor that the baseline progress schedule must include the appropriate time frames for advanced Utility notice, and any schedule restrictions.
- e) If lane closures are required for utility work, discuss any allowable lane closure hours. If a Utility Company plans lane closures during times other than the allowable lane closure hours shown in the plans, check with Traffic Operations to determine what will be allowed.
- f) Review the status of Right-of Way (ROW) acquisition. Is there sufficient ROW for guy wire?
- g) Discuss the need for lead time for acquiring materials and coordination with the various Utilities.
- h) Determine when Utilities can begin their work, taking into account preliminary or staging work that has to be performed by the Contractor first. Determine the site needs for the Utility (e.g. layout, clearing site/vegetation clearing, grading and access). Try to obtain a specific starting date for the Utility(ies), which is mutually agreeable with them, and the Contractor.

- i) Determine if the utility work is being performed by the Utility's forces or by a subcontractor to the Utility. Subcontractors hired by the Utility need to be approved by the RE prior to starting work. The subcontractor hired by the Utility must certify that the subcontract complies with and physically includes FHWA Form 1273, 2 CFR 200.216 and 2 CFR 200 Appendix II into the subcontract.
- If utility work is being contracted out – determine when that work will be able to be bid on, and when the utility owner's subcontractor will be available to start work.
 - If the work is being performed by the Utility's forces – determine what the expected crew size(s) and work schedule will be (e.g. how many crews, how many days a week, and how many shifts). This will be needed to assess work progress and if the Utility has provided adequate resources.

Traffic Control and Safety

Will the Utility rely on the Contractor's traffic control safety set-up? (Even if it is not included in the Contractor's traffic control requirements, providing safety set-ups through the Contractor is frequently less costly, than through the Utility.)

- a) If the Utility is providing traffic control, it must conform to MUTCD requirements. The RE and the Utility should review the basic traffic control requirements (signs, taper, traffic control devices, and spacing) to avoid having to remove the Utility from the project site because of inadequate safety.
- b) Review how lane closure requests will be coordinated. The Utility must provide the RE with sufficient notice to allow for reporting of closures to Traffic Operations. Lane closures by the Utility owners and the Contractor must be coordinated.
- c) RE to check that the allowable hours in the utility agreement match the contract allowable hours. Inform the Utility, that that the allowable lane hours are to be followed.

Budget and Invoicing

- a) The Utility and RE need to agree on how the Utility will notify the RE of when they are working. This is particularly critical if the work is reimbursable to the Utility owner by the Department so that DOT construction inspection personnel can keep accurate records. Remind the Utility that starting work without notifying the RE may affect their payment.
- b) Review the billing procedure requirements. Utilities must cooperate with the RE. The Utility's billing must be able to identify material charges including salvage credits to the RE's satisfaction. If betterments are being performed in conjunction with reimbursable work, resolve how the costs are to be separated.
- c) Request that the Utility periodically review the cost budget as the work progresses and inform the RE if the work is reasonably within budget projections or if an increase is necessary.
- d) Discuss Utility invoicing of Construction Engineering (CE) costs. Direct Utility to send PE invoices to PM and CE/Construction costs to the RCE. The invoiceable CE Costs only apply to CE ceiling not the overall Agreement ceiling. Advance Utility Invoice should be directed to RCE. The Regional Construction Office will forward it to the PM. The PM is responsible to approve and process Advance Utility Invoices.

Immediately after holding the Utility Preconstruction Meeting, the RE and the Utility's representatives, should conduct a project site walk through meeting to review the existing utility locations and the proposed utility locations.

Utility Progress/Coordination Meetings

Depending upon the magnitude and complexity of a project's utility work, the RE should hold periodic utility coordination meetings. Where there is more than one project in an area that strains a Utility's resources, joint project coordination meetings should be considered with both REs present.

On projects with significant utility work, Utility Progress/Coordination Meetings should be held monthly. However, when utility work is particularly critical, and coordination between parties is a factor, the RE should hold these meetings at least every two weeks. The RE will chair the meeting and will prepare and distribute the meeting minutes. The following topics should be discussed at the meeting:

Schedule

- a) Review the Contractor's progress schedule and any impacts on utility relocation work
 - Is the Contractor's site preparation on schedule (e.g. layout, clearing site/vegetation clearing, grading and access)?
 - Are there changes in the Contractor's schedule that affect the Utility's ability to meet previously estimated activity start or finish dates?
 - When does the Contractor need an area of utility work to be completed?
 - Has a Change-of-Plan affected the Utility's schedule?
 - Has the Contractor initiated changes, are there delays that affect Utility's progress and must be documented in detail, as these may be used not only to refute Contractor claims, but also to hold the Contractor liable for increased utility work costs. Prior to approving Value Engineering proposals or requests for traffic control staging changes, the RE should discuss potential impacts on utility work.
- b) Review the Utility's progress
 - What is the status of the Utility's contractor procurement?
 - What is the status of material procurement?
 - When does the Utility expect to start work?
 - When is an area of utility work expected to be completed?
 - Is the Utility deploying adequate resources? Can the Utility work overtime (longer hours and weekends), additional shifts, increase the number of crews, or apply additional resources to improve progress?

Coordination

- a) Coordinate when subsequent Utility forces start work. These may be other units within a Utility or other Utilities (e.g. coordination between underground and aerial crews, conduit crews and splicing crews, copper cable and fiber optic, electric utility lines and telecommunication utility lines).
 - Who will notify the following Utility that the site is ready?
 - Can the following Utility begin work before the initial Utility has completed an area?

- Is any additional site preparation work by the Contractor needed?
- Is the NJ One Call mark out current (mark out expires in 45 business days)? The Contractor is responsible for ensuring If mark out is current.

Traffic Control

- a) Discuss required traffic control to perform the utility work
 - Have there been any safety issues.
 - Have the allowable lane hours been followed or are modifications to the hours required?

Changes

- a) Discuss any utility field changes (See Field Changes for more discussion)
 - Have any utility conflicts been encountered?
 - What is the status of any additional design?
 - Is a utility change order needed? If so, what documentation will be needed?
 - What is the status of a utility change order's approval?
 - How does this affect the project's progress schedule?
 - Does a utility field change affect the work of other Utilities?

Budget

- a) Compare the total cost expended with the percent of utility work completed. If the Utility identifies that a cost adjustment is necessary, have the Utility submit a [Form DC-150U](#) explaining the cost adjustment. This should be done for decreases as well as increases.
- b) Are utility invoices being submitted in a timely manner (monthly)?
- c) If work is at or near completion, request the Utility to submit a final invoice.

Note: If the Utility fails to start work, fails to meet the work duration schedules, or is otherwise not adequately responsive, the RE should inform the Field Manager and the PM.

The Contractor is responsible for providing survey controls for Utilities during the project. The Contractor should ensure that relocated utility facilities do not conflict with proposed construction including any High Voltage Proximity Act conflicts. If advance utility work is performed, utility layout is performed by the Design Consultant (or by the Department's Regional Design Survey unit for in-house designed projects).

Field inspection of Utility Work

For all utility work, construction inspection personnel must document the labor (classification and hours including supervision) used on a daily basis on the SITE MANAGER Daily Work Report in detail to verify the Utility invoices. Additionally, construction inspection personnel should confer with the Utility representative and document quantities of materials used. Reports should note conditions affecting the work of the Utilities such as weather, plan changes, or if the Contractor is delaying the progress of utility work. Information relative to the disposition of materials taken out of service (i.e., abandoned, salvaged or disposed) should also be noted. On a weekly basis, confirm that the Utility records agree with the DC-144. Resolve discrepancies with the Utility so that the Utility invoice exactly matches the project record DC-144.

Representatives from both the NJDOT and the Utility should mutually agree on how the work is going to be monitored, i.e., labor, materials (either incorporated into the work or taken out of service) at the end of each work day (Utilities sending daily time sheets to the RE can be adequate).

This is particularly important where betterment utility work is performed. The RE and the Utility must be able to separate costs for betterment work. On projects where betterment costs cannot be separated (typically because a percentage improvement has been negotiated) the RE should contact the Project Manager (PM) to determine the cost basis for betterment work.

Before permitting utility installation, the locations should be checked for present and future utility conflicts as well as other constructability concerns through review of the layout by the RE.

The RE must ensure that tasks related to utility inspection and invoice review are charged to the utility job number and not the construction job number to prevent the utility job number from going inactive. Request the utility job number from the PM if not already available.

Field Changes

All changes in utility work and all adjustments to the Utility Agreement budget must be approved by the PM before making the change or exceeding the budget. When a change is identified, the Utility requests a change through the RE and submits a signed [Form DC 150U](#), "Authorization for Utility Field Changes", documenting the reasons for the change and providing a detailed cost estimate. The RE will forward the signed [Form DC-150U](#) to the PM.

Changes may be the result of field conditions, or a change in design preference. Typically, changes will be in one of three categories:

Minor Change

Minor changes are defined to be changes in details of the relocation work as opposed to changes in the scheme of relocation. The addition or subtraction of a few feet of conduit or pipe, as required by field conditions; the resetting of manhole covers and extension of manhole necks; the alteration in pipe/conduit cover; etc., normally fall into the minor change category.

Major Change

Major changes are defined as changes in the scheme of relocation. This may include relocation of additional facilities because of existing field conditions or resulting from a Department initiated Change-of-Plan or a Contractor initiated change.

Construction Ceiling Adjustment

A Construction Ceiling Adjustment is defined as a request for additional funding without a change in the utility work. Typically, this is required when actual costs have exceeded their estimated costs for the agreed work.

The RE will review the request and verify the reasons for the change. The RE is not expected to be able to discern the reasonableness of the associated costs;

however, the RE should require sufficient documentation to determine how the cost was developed. This is especially important when a request is submitted for multiple changes. The RE's review should consider the following:

General

- Is the change required to complete the project?
- How does the change affect the Utility schedule for the project's utility work? Revised work durations should be requested.
- How does the change expected to affect the Contractor's progress schedule?

Cost Participation:

- Does the change include costs for a betterment? The RE should discuss this with the PM. In some cases, there is a shared benefit, for which a participation basis may be negotiated.
- If changes are the result of Contractor initiated changes or actions, increased costs may be recoverable from the Contractor. The RE should request a detailed explanation from the Utility, documenting the cost increase attributed to the Contractor's actions. The RE should discuss the issue with the Field Manager and the PM to determine if it is appropriate to seek reimbursement from the Contractor.
- If changes are the result of a design error or omission, they may be recoverable from the Design Consultant. This may include unexpected conflicts that should have been discovered through proper performance of Subsurface Utility Engineering. The RE should request a detailed explanation from the Utility documenting the cost increase resulting from the error. (Additional costs incurred by the Contractor and paid by the Department may also be recoverable). The RE should discuss the issue with the Field Manager and the PM to determine if it is appropriate to seek reimbursement from the Design Consultant.

If the RE concurs with the need for the change, the RE will sign the [Form DC-150U](#) and forward it to the PM. The RE should receive a copy of the executed utility change order, and should follow up with the PM (a copy of the [Form DC 150U](#) should be sent to the FM and to the Regional Utility Coordinator or the RCE). If the RE has not received a copy of the utility change order within 30 days from when it was submitted to the PM, the RE will again contact the PM to determine the Change Order's status.

The RE must notify the Field Manager and the PM if a utility conflict is encountered during construction with a Utility for which we do not have a utility agreement. The Department may have a Master Agreement with the Utility from which it can issue a Change Order, otherwise a new Utility Agreement must be arranged by the PM. The RE is to provide the PM with a [Form DC150U](#) providing documentation of the new work and estimated utility costs from the Utility.

Billing Procedure

Utility invoices are to be submitted and processed in accordance with the Department's ["Procedures Governing Estimation of Costs, Requirements During Construction, and Billing the New Jersey Department of Transportation for Public Utility Work"](#) latest version.

Detailed requirements for utility invoices can be found in that document. To provide general guidance, some important considerations are provided here.

Form and Documentation

The Utility is required to submit two copies of all invoices to the Regional Construction office. Invoices must be submitted on the Department's Payment Voucher (Vendor Invoice) [Form PV\(C\)](#) (unless an alternate form has been approved by the Department e.g.: Verizon and PSE&G). All supporting documents must be attached showing the necessary itemization and breakdown for labor, material, subcontractor costs, overhead, etc. (e.g. time sheets, certified time reports, material receipts, etc.) Refer to the [Procedures Governing Estimation of Costs, Requirements During Construction, and Billing the New Jersey Department of Transportation for Public Utility Work](#)" latest version for requirements.

The RE will review the Invoice by completing the RE Check List for Utility Invoice [Form DC 46U](#) to verify that it is in accordance with the current Agreement budget, and that it has been filled out correctly. Sample Invoice [Form PV\(C\)](#) (ATTACHMENT A & A-1)

Review and Processing

The RE should review the invoice for conformity with the RE's records. The field inspection records are intended to provide a basis to substantiate labor hours charged, and materials constructed.

Approval for off-site work and engineering can be approved provided the Utility submits certified time sheets or a payroll certification for the charges.

The PM processes invoices for Preliminary Engineering (PE). However, design work that occurs after the Utility Agreement Modification is executed, is considered Construction Engineering (CE) and should be charged on the CONSTRUCTION invoice. Since oversight is not performed on costs for CE, the RE should confer with the Design Consultant to determine if the number of hours is considered excessive. This may not be the case for General Utility Agreements for large construction programs that may involve several construction contracts that occur over time. In these cases, PE costs for the subsequent projects will still be addressed by the PM. The RE is to check invoices to ensure work is directly for his project on these programs.

The Utility must submit CONSTRUCTION invoices to the appropriate RCE, for approval and processing. The Regional Construction office will be responsible for stamping the date received, recording the appropriate information, and forwarding the payment invoice to the RE, so that it is received within 5 days of the date it was initially received by the Regional office.

The Regional Construction office will maintain a log noting the status of all submitted Utility invoices.

The RE will have 30 days from the date the Regional Construction office initially received the invoice, to review and return the invoice by completing the RE Check List for Utility Invoice [Form DC-46U](#) to the Regional Construction office. The RE will

maintain a Utility Invoice Log [Form DC-187](#). The RE must keep a copy of all invoices for the project. This file should also contain copies of correspondence relative to Utility invoices.

After the invoice has been reviewed, and if it is in agreement with project records for labor and materials, the initial reviewer (can be the RE or a delegate) signs and prints his/her name on the backup documents regarding the invoice and on [Form AC-1641](#) in area 11 Services Performed (see ATTACHMENT B). The initial reviewer also fills out the proper contact person's name, title and telephone number in area (9) (see ATTACHMENT B).

The RCE or a Delegate fills out and signs for Recommended For Approval in area (12) on [Form AC-1641](#) (see ATTACHMENT B).

The RE or a Delegate will sign, print his/her title, and date the payment voucher for approval on [Form PV\(C\)](#) (see ATTACHMENT A) in the 'Certification by Receiving Agency' block

The entire package (Invoice ([Form PV\(C\)](#)), Backup, and [Form AC-1641](#)) is forwarded to the Regional Construction office. The Regional Construction office will forward invoices to Accounts Payable for processing.

For all PSE&G Invoices, NJDOT Construction Engineering Codes can be found in ATTACHMENT C. RE can verify charges using it.

If an invoice is not in agreement with project's records, the RE is to notify the Utility of the problem. If the problem cannot be rectified without a revised invoice or has not been taken care of within the 30 days, the RE will send the invoice back to the RCE with a completed [Form DC-46U](#).

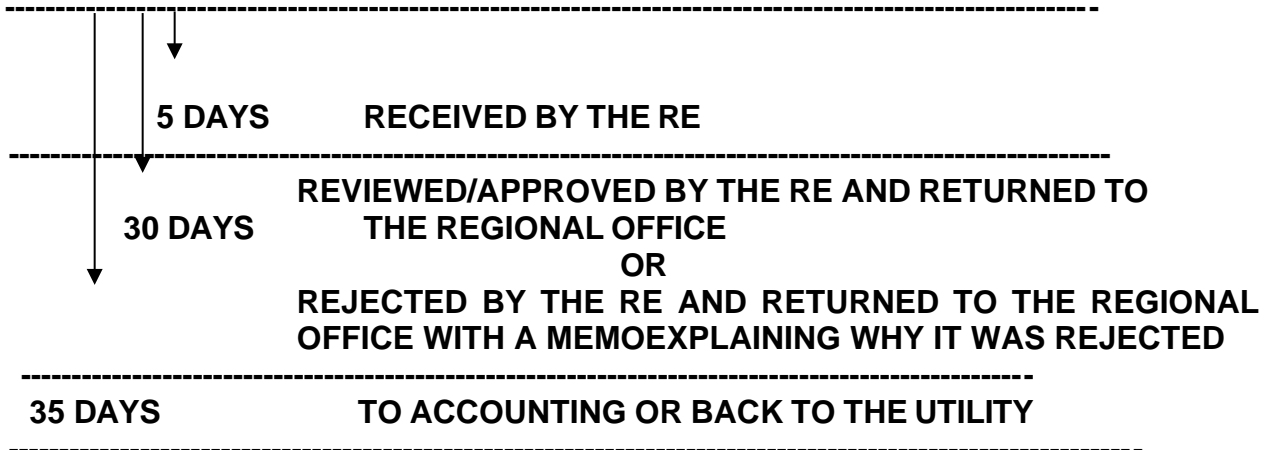
If a minor portion of the invoice is in dispute, the RE may adjust the invoice to remove the disputed cost and process a reduced invoice for the amount that is not in dispute. The disputed charge and the invoice totals should be "red-lined" and appropriately adjusted. Adjustments needs to be initialed. The RE must also inform the Utility (an e-mail will suffice), and the Regional Construction office why the reduction was made. The Utility must re-invoice, for the disputed charge if it can later provide supporting documentation.

If an invoice dispute cannot be reconciled between the RE and the Utility, the issue should be referred to the Field Manager, and if necessary to the RCE for resolution.

Upon receipt from the RE, the Regional Construction office will, within 35 working days of the date initially received and stamped, record the appropriate information and forward the invoice to Accounting for payment, or respond back to the appropriate Utility as to why the invoice cannot be approved.

The entire processing time from the receipt of the invoice in the Regional Construction office to the time it is forwarded to Accounting or returned to the Utility will be 35 days or less.

RECEIVED BY THE REGIONAL OFFICE (DATE STAMPED IN)



Buy America Compliance

Utilities are required by the utility agreement to comply with the federal Buy America requirements irrespective of the agreement's funding source. If any part of the project (design, construction, successive or previous projects) used federal funds and if the Buy America requirement is not met, the entire cost of the project may be made non-participating. To ensure that utility companies comply with these requirements, the Department has decided to have a single, uniform policy that Utilities must comply with Buy America on all relocations. For a Utility final invoice for a project, the Utility must submit a [Form DC 17U](#) (Buy America Certificate of Compliance Utility). The Utility should submit both the final invoice and the Buy America Certification to the Region.

If the Utility has not submitted the Buy America Certificate with the Final Invoice, the Region will not process the invoice. If the Utility has not submitted the Buy America Certificate within the 60 days or 6 months (Railroad) of the Final Notice Letter (see below), the Region will inform the PM, who will be responsible for notifying the Utility that they must submit the certificate.

After receiving the [Form DC-17U](#), the Region will retain a copy of [Form DC-17U](#) and the Final Invoice. The Region will mail [Form DC-17U](#) and original Final Invoice to the PM. E-mail a copy of the [Form DC-17U](#) to the RE and Field Manager.

Substantial Completion Notice and Final Invoice Limit

At Substantial Completion, the RE will notify the PM by closeout document **C15A** within [Form DC-155](#) that all utility work has been completed or if the utility work is not completed, the RE will notify the PM what utility work remains to be completed with an estimated timeframe for utility work completion. When the utility work is completed, the RE will notify the PM by closeout document **C15B** within [Form DC-155](#). The RE should hold a **MANDATORY** Utility closeout meeting with all the Utility companies and request them to attend the meeting with their Final Invoice and [Form DC 17U](#). The PM and FM will attend this meeting.

The PM will send to the Utilities a FINAL ACCEPTANCE LETTER (available at <http://njdotintranet.dot.state.nj.us/forms/utility.shtm>) via certified mail return receipt requesting the Utility submit a final invoice within 60 days or 6 months (Railroad), and submit the Buy America Certificate of Compliance. However, exceptions should be made for the following:

- When the Utility has not completed its work or
- When the Utility has provided notice and is awaiting the Department's processing of a Utility Change Order to submit a final invoice.

The PM will copy the RCE, RE and Accounting on this notice. If the Region has not received a copy of the notice for all utility agreements for a project, the Region will notify the PM and ensure that it has a copy on file. The RCE will forward a copy of the notice to the RE and Regional Invoice Coordinator. The RE will file the notice in Project's Utility file.



If a Utility cannot submit an invoice within the required time frame, because of the exceptions noted above, then the PM must re-notify the Utility when there is no longer an impediment to establish a new date by which the final invoice must be received.

When submitting final invoices, the Utility must clearly indicate the words "**Final Invoice**" on the face of the invoice.

When the Final Invoice is received with the [Form DC 17U](#) by the Region, the Region will send it to the RE for review and approval. If approved the RE sends it back to the Region. If the Invoice is rejected by the RE then it goes back to the Utility. If Final invoice was received within 60 days or 6 months (Railroad) specified time frame, the RE will notify the PM to wait to close out the agreement until after it has been processed by the Bureau of Accounting.

If the Final Invoice and [Form DC 17U](#) is not received within the required 60 days or 6 months (Railroad) specified time frame, the RE will notify the PM that the utility agreement can be closed out and RE/Region will not seek Final Invoice and [Form DC 17U](#). The PM will require [Form DC 17U](#) for project closeout.

ATTACHMENT A

| | | | | | | | | | | | | | | | |
|---|---|--|-----------|---|---|-------------|---------------|------|---------------|---------------------------|----------|--|------------|-------------------|--|
|  <p>STATE OF NEW JERSEY PAYMENT VOUCHER (INVOICE)</p> | MACSE DOCUMENT NUMBER <input type="text"/> | | | | | | | | | | ACTG PER | FY | | | |
| | PP START | | | SCHED PAY | | | CHK | OFF | F | RF | CK | (A) VENDOR ID NUMBER | 54-6000720 | | |
| | MO | DY | YR | MO | DY | YR | CAT | LIAB | A | TY | FL | | | | |
| PV DATE 10/2/2012 | | | | | | | | | | | | | | | |
| Agreement Date (B) 6/17/2011 | Agreement No. (B) UECA01-R02EBSBRR-083020 | Contract ID # (B) 11-10032 | | PAYEE: SEE INSTRUCTIONS FOR COMPLETING ITEMS (A) THROUGH (H) | | | | | | C TOTAL AMOUNT 2332.00 | | | | | |
| (D) PAYEE NAME AND ADDRESS ABC Transportation, Inc P O Box 114586 Atlanta, G A -30458-1245 Pete Smith - (452)-654-1245 ext 1112 | | | | (E) SEND COMPLETED FORM TO: Attn: Snehal Patel (Regional Construction Engineer) NJDOT- Region Central Construction 1035 Parkway Ave, E & O, 2 nd floor Trenton, NJ | | | | | | | | | | | |
| (F) PAYEE DECLARATIONS I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS. THAT THE DESCRIBED GOODS OR SERVICES >>>>> HAVE BEEN RENDERED AND THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT | | | | | | | | | | | | PAYEE SIGNATURE  Pete Smith / CEO PRINT PAYEE NAME/ TITLE | | 10/2/2012 DATE | |
| LINE NO | REFERENCE | | | | (G) PAYEE REFERENCE NUMBER | | | | | | | | | | |
| | O/R | AGY | FAO/FRA # | LINE | | | | | | | | | | | |
| 1 | | | | | Invoice # 1 | | | | | | | | | | |
| 2 | | | | | CONSTRUCTION | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| | FUND | AGCY | ORG CODE | APPR UNIT | ACTIVITY CODE | OBJECT CODE | CFS PROJECT # | | REPT CATEGORY | | | | | | |
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| | ACCOUNTS PAYABLE REFERENCE # | | | | | AMOUNT | | I/D | | | | | | | |
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| COST INCURRED DATES (H) 8/12/2012 TO 9/30/2012 | | CONTRACT DESCRIPTION (H) REPLACEMENT OF EXISTING GREENWOOD AVE BRIDGE OVER CSX, HOPEWELL-MERCER COUNTY- CONTRACT ID : 11-10032 UPC CODE: 993150 | | | | | | | | AMOUNT | | | | | |
| | | CONTRACT CEILING - | | | | | | | | \$ 436,641.00 | | | | | |
| | | TOTAL BILLED AS OF 8/11/2012- | | | | | | | | \$233,937.51 | | | | | |
| | | TOTAL PREVIOUSLY BILLED | | | | | | | | \$120,757.66 | | | | | |
| | | TOTAL BILLED THIS INVOICE | | | | | | | | \$113,179.85 | | | | | |
| | | PERCENT BILLED TO DATE: | | | | | | | | 53% | | | | | |
| | | PERCENT WORK COMPLETED: | | | | | | | | 60% | | | | | |
| | | TOTAL | | | | | | | | 2332.00 | | | | | |
| CERTIFICATION BY RECEIVING AGENCY: I certify that the above services have been rendered in accordance with the contract agreement. | | | | | CERTIFICATION BY APPROVAL OFFICER: I certify that this Payment Voucher is correct and just and payment is approved. | | | | | | | | | | |
| Signature | | | | | Authorized Signature -Accounting | | | | | | | | | | |

ATTACHMENT A-1

STATE OF NEW JERSEY - DOT
 VENDOR ID NUMBER 221212800-18

| DOCUMENT | | | FISCAL |
|----------|-----|--------|--------|
| TC | AGY | NUMBER | YEAR |
| | | | |

PAYEE NAME & ADDRESS
 PUBLIC SERVICE ELECTRIC & GAS CO.
 P.O. BOX 14444
 NEW BRUNSWICK, NJ 08906

Please include Payee Reference number on check

CONTRACT ID NUMBER 41A
 AGREEMENT DATE 2/9/2007

RECEIVED SEP 20 2012

PAYEE REFERENCE: 1800000606C 9HPL5003196C

INVOICE NUMBER 1800000606C
 INVOICE DATE 8/31/2012

PAYEE DECLARATIONS
 I CERTIFY THAT THE WITHIN PAYMENT VOUCHER IS CORRECT IN ALL ITS PARTICULARS, THAT THE DESCRIBED GOODS OR SERVICES HAVE BEEN FURNISHED OR RENDERED & THAT NO BONUS HAS BEEN GIVEN OR RECEIVED ON ACCOUNT OF SAID DOCUMENT.

Frank Farruggia
 Frank Farruggia
 Manager - Third Party Billing
 Asset Revenue Cycle Services
 (973) 912-3264
 9/4/12
 DATE

TYPE OF WORK: GAS

| REFERENCE | | | | ACCOUNT | | | | | | | | |
|--------------------------------|-----|--------|------|---------|-----|-----|------|------|-----|---------|-----|-----|
| CD | AGY | NUMBER | LINE | FUND | AGY | ORG | APPR | ACTY | OBJ | PROJECT | RPT | CGY |
| PROJECT DESCRIPTION / LOCATION | | | | | | | | | | | | |

CHARGES FOR THE MONTHS OF JULY 2012
 Rt.206 Bypass Contract A - Construction
 Location(s) where work was performed: Rt.206 Bypass Contract A - Construction

BILLING AUTHORITY
 UAM-02-4-206-Bypass-960597
 UPC CODE: 960597

RECEIVED
 SEP 11 2012

BILLING CONTACT: ARCS GROUP
 PETER DELLOLIO (201) 330-8485
 ARCS@PSEG.COM

NJ Dept. Transportation
 Central Region Construction

BILLABLE CONSTRUCTION COST AGREEMENT \$ 436,641.00
 TOTAL BILLED AS OF 8/31/2012 \$ 233,937.51
 TOTAL PREVIOUSLY BILLED \$ 120,757.66
 TOTAL BILLED THIS INVOICE \$ 113,179.85
 PROJ. 9HPL5003196C BILLABLE CONSTRUCTION COST AGREEMENT 53.58%

Certification by Receiving Agency: I certify that the above articles have been received or services rendered as stated herein.

Certification by Approval Officer: I certify that the payment voucher is correct & just, & payment is approved.

Signature Steven J. Ruskan
 Title PROJECT ENGINEER
 Date 9/20/12

Signature
 Title
 Date

Payment is due within 65 days of receipt.

ATTACHMENT B

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
DIVISION OF ACCOUNTING & AUDITING
EXPENSE DISTRIBUTION**

(1)
MACSE
DOCUMENT NUMBER

| LINE NO. | (2) JOB NUMBER | (3) FUNCTION CODE | (4) SUB. JOB NUMBER | (5) PARCEL NUMBER | (6) AGREEMENT ID | (7) AO# (Optional) | (8) AMOUNT |
|----------|-------------------|----------------------|----------------------------------|----------------------|--------------------------------------|-----------------------|---------------|
| 1 | 1810541 | W756 | | | N/A | | \$113,179.85 |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | Contract ID: | | N/A | | |
| 6 | | | Agreement Date: | | 2/9/2007 | | |
| 7 | | | Billing Authority | | UAM-02-4-206-Bypass-96059 | | |
| 8 | | | Payee Reference # / Invoice No.: | | 180000606C | | |
| 9 | | | Vendor / Utility CO.: | | PSE & Gas Co.(GAS) | | |
| 10 | | | Project Name: | | Route 206 ByPass, Sections 14A & 15A | | |
| 11 | | | Invoice Amount: | | \$113,179.85 | | |
| 12 | | | Billing Date: | | 9/4/2012 | | |
| 13 | | | Rec. Region Office: | | 9/11/2012 | | |
| 14 | | | Date Sent to Resident Engineer: | | 2/14/2013 | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |

| | | |
|-----|---------------------------|---------------|
| (9) | CONTACT PRINT NAME/TITLE | Ruskan, Steve |
| | TELEPHONE: (908) 431-5715 | |

| | |
|-------|--------------|
| TOTAL | \$113,179.85 |
|-------|--------------|

(10)

| | | | | | |
|----------------------------------|--|----------------------|---------------------|---|-------------|
| Services Performed (11) | Signature: <u>Resident Eng or Delegate</u> Print Name/Title: <u>Ruskan, Steve</u> | Date: <u>2/14/13</u> | Audited By (13) | Signature: _____ Print Name/Title: _____ | Date: _____ |
| Recommended For Approval (12) | Signature: _____ Print Name/Title: <u>GEORGE CARROLL (SUPR ENG)</u> (Regional Supervising Engineer / Delegate) | Date: _____ | Verified By (13) | Signature: _____ Print Name/Title: _____ | Date: _____ |

ATTACHMENT C

| NJDOT Preliminary Engineering Codes – PSE&G | | |
|---|---------------------------|---|
| Operation / Activity | Operation Short Text | Description |
| 0010 | Research Records | Verification / As-Built Information / File Transfer |
| 0020 | Contract Execution | Utility Agreement / Modifications / Purchase Orders |
| 0030 | Meetings | Includes Kick-off and Review Meetings / Site Visits |
| 0040 | Prepare Relocation Scheme | New Route Layout for Impacted Facilities / Phone Calls / Correspondence / Mark-up |
| 0050 | Prepare Checklist | Review / Comment and Approval of Checklist |
| 0060 | Develop Estimates | Cost & Duration / Work Order Creation / Material Procurement |
| 0070 | General Administration | Reports / Analysis / Invoices Support / Change Order Gathering / Closing Orders |

| NJDOT Construction Engineering Codes – PSE&G | | |
|--|-----------------------------|---|
| Operation / Activity | Operation Short Text | Description |
| 0110 | Meetings | Includes meetings with DOT, DOT's consultant & contractor, PSE&G customer and other utilities |
| 0120 | Office Construction Support | Work Order Creation, One-line Diagram creation, call in mark outs, material procurement, obtain permits and construction coordination |
| 0130 | Field Survey | Field Notes, data collection, staking facilities, physical layout, follow up survey and investigate unanticipated field conditions. Review/Update DOT contractor provided as-builts. |
| 0140 | Procedures | Electric - Develop switching schedules and procedures. Prepare new circuit prints or circuit print modification(s) Gas - Develop Gas-out procedures and tie-in sketches to place main in-service. Coordinate and schedule necessary resources with the Operating District Management |
| 0150 | Field Changes | Re-design/modify the approved Utility Agreement Plan to compensate for unforeseen subsurface conditions and/or scope changes. |
| 0160 | Site Inspection | Provide QC/QA Oversight (Master Agreement Contracts only) |

Revised 01/26/18