

**NORTH JERSEY  
TRANSPORTATION  
PLANNING AUTHORITY**

**FY 2011 – FY 2012  
UNIFIED PLANNING  
WORK PROGRAM**

**SUPPLEMENTAL STAFF FUNDING  
FOR AMERICAN RECOVERY AND  
REINVESTMENT ACT (ARRA)  
PROGRAM**



**UNIFIED PLANNING WORK PROGRAM**

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## **PROGRAM DESCRIPTION**

Recognizing the additional amount of work required to prepare, monitor and implement the ARRA projects, \$1.24 million (1% of NJTPA's sub-allocation of ARRA funds) of unused FY 2009 Surface Transportation Funds for North Jersey (STP-NJ) was set aside to supplement subregional staff resources for implementing the ARRA projects in the FY 2010 UPWP. The Subregional funds were allocated using the same allocation formula that was used for the original stimulus funding, with no local match requirement. The purpose for these funds was to compensate the staff in the planning and/or engineering departments for additional work required in advancing the stimulus projects. This is an optional program and participating subregions were required to submit a scope of work, staffing plan and budget in order to be eligible for these funds. The balances of unused funds remaining at the end of FY 2010 are being requested to be reprogrammed into year-one of the FY 2011-2012 UPWP.

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

Name of Project(s) \_\_\_\_\_

Subregion \_\_\_\_\_

### **TASK 1 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

Subregions sponsoring transportation projects funded through ARRA must develop plans, specifications, and estimates for their proposed projects pursuant to state and federal regulations. Subregional staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

#### **Task 1.1 Development of Project Schedule**

Subregions will prepare a project schedule for all ARRA-funded transportation projects. This schedule will include the dates by which the following steps will be completed: NEPA document submission, NEPA document approval, beginning of final design, securing of permits, availability of right-of-way, final submission of plans, specifications, and estimates and 1511 certification, estimated date of federal authorization, advertisement, acceptance of bids, awarding of contract, execution of funding agreements, beginning of construction, end of construction, and the date of final submission of required documents. The subregions will perform the following steps:

- Create a project schedule for each ARRA local transportation project.
- Submit project schedule to NJTPA and NJDOT Division of Local Aid and Economic Development (Local Aid).

Deliverable: Copy of project schedule, including updates as warranted.

#### **Task 1.2 NEPA Requirements**

Subregions will prepare categorical exclusion documentation (CED) for all ARRA-funded transportation projects. The subregions will help to meet ARRA requirements through the following efforts:

- Prepare categorical exclusion documentation using the appropriate forms.

- Prepare necessary supporting documentation and provide such documentation to the NJDOT Bureau of Environmental Program Resources and its contractors (BEPR).
- Continue to coordinate with BEPR, the New Jersey State Historic Preservation Office (SHPO), the Department of Environmental Protection (DEP) and other relevant state agencies on the preparation of CED.
- Continue to coordinate with the Federal Highway Administration (FHWA) and other relevant federal agencies on the preparation of CED.
- Provide regular updates to NJTPA Central Staff regarding the status of CED preparation and submission to BEPR
- Respond to any comments by any state or federal agencies made during their CED evaluation.

Deliverable: Copy of approved CED, including SHPO endorsements if applicable.

### **Task 1.3 Final Design**

Subregions will, upon approval of the CED, begin final design of their ARRA-funded transportation projects. The subregions will help to meet ARRA requirements through the following efforts:

- Coordinate with Local Aid to ensure that final design may proceed.
- Provide required documentation to Local Aid concerning any use of consultants for the design process.
- Develop a final design for the project pursuant to state and federal regulations.

Deliverable: Copy of final design submitted to the state.

### **Task 1.4 Preliminary Submission of Plans, Specifications, and Estimates**

Subregions will, as early as possible, submit plans, specifications, and engineer estimates (PS&E) to Local Aid for review, evaluation, and comment. The subregions will help to meet ARRA requirements through the following efforts:

- Develop preliminary plans for each proposed ARRA project.
- Develop specifications for each proposed ARRA project, using the most recent guidance provided by NJDOT and FHWA for ARRA projects.
- Provide a rational estimate showing all proposed work and anticipated costs associated with each proposed ARRA project.
- Coordinate with Local Aid to ensure that PS&E submittals are in the correct format, created under the most recent specification requirements, and contain all necessary documentation.
- Respond to review comments provided by NJDOT and FHWA in a timely fashion.

Deliverable: Copy of transmittal letters for all PS&E submissions.

### **Task 1.5 Permit Issuance**

Certain ARRA projects will require the issuance of permits from a variety of state and/or federal agencies prior to federal authorization. Subregions will work through NJDOT in order to coordinate with permitting agencies to determine which permits are required, and to obtain such permits as soon as possible. The subregions will help to meet ARRA requirements through the following efforts:

- Coordinate with BEPR, Local Aid, and other relevant state and federal permitting agencies to determine the permits required for federal authorization and construction.
- Apply for and obtain the necessary permits as soon as possible.

Deliverable: Copy of permits obtained

### **Task 1.6 Acquisition of Rights-of-Way**

Selection criteria for ARRA projects included a requirement that all rights-of-way be obtained and under the control of the sponsor prior to project selection. Nonetheless, mitigation requirements imparted during the CED process may require acquisition of additional rights-of-way. The subregions will help to meet ARRA requirements through the following efforts:

- Coordinate with affected property owners to negotiate appropriate compensation for needed right-of-way transfer.
- Prepare necessary documentation needed to acquire, obtain, or condemn needed property to secure the rights-of-way for proposed ARRA projects.

Deliverable: Copy of signed right-of-way certification

### **Task 1.7 Final Submission of Plans, Specifications, and Estimates and 1511 Certification**

Subregions must make their final PS&E submission to Local Aid by November 30, 2009 to retain ARRA funding for their projects. These submissions must include all necessary documentation, including approved CED. The subregions will help to meet ARRA requirements through the following efforts:

- Develop and submit copies of the Final Plans for each ARRA project, incorporating any comments made by review agencies on preliminary submissions.
- Develop and submit copies of the Final Specifications, incorporating all 2007 and later specification requirements and the appropriate federal bid requirements and wage rates.
- Develop and submit copies of the Final Engineer's Estimate.
- Prepare and submit all required documentation, including, but not limited to, approved CED, evidence of SHPO review and approval, if applicable, certifications for permits, right-of-way, and utilities, the designer's certification, and the authorization to install, if applicable.
- Submit a signed copy of the 1511 certification.
- Respond, in a timely fashion, to any comments made on final PS&E submissions by any review agencies.

Deliverable: Copy of transmittal letters of final PS&E packages and copy of signed 1511 certification.

## **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Subregions sponsoring authorized transportation projects funded through ARRA must manage their advertisement, the solicitation and award of bids, and oversee construction. Subregional staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

### **Task 2.1 Reporting on Projects**

Provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, sponsors must advertise their ARRA projects for bids within 60 days. The subregions will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

### **Task 2.3 Receipt of Bids and Award of Project**

Subregions will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. The subregions will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

## **Task 2.4 Construction**

Upon award of project, sponsors will begin construction of projects. Sponsors will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. The subregions will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable
- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

**Deliverable:** Notification of start and end of construction. Provide NJTPA with identify and contact information for resident engineer and inspector.

## **Task 2.5 Financial Information**

**Sponsor submits the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

**Sponsor submits the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF  
 FUNDING FOR ARRA  
 PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		_____
2. FRINGE BENEFITS (%)		_____
3. LEAVE ADDITIVE (%)		_____
SUBTOTAL		_____ \$0

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION		_____
SUBTOTAL		_____ \$0

**TOTAL BUDGET PROGRAM** \_\_\_\_\_ \$0

This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FEDERAL \$  
 SHARE -**

**TOTAL  
 PROGRAM \$  
 BUDGET -**

**STAFFING PLAN**

**PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1		
TASK 2		
Subtotal Personnel		
Direct Non-Labor Costs		
Indirect Costs		
<b>TOTALS</b>		

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>

**SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS  
FY 2010 STAFFING PLAN WORKSHEET**

*Submitted as part of original work program*

**Task Budget**

Task	Estimated Share of Program (%)	Estimated Hours	Cost
1. Pre-Authorization		0	\$0.00
2. Post-Authorization		0	\$0.00
Total Hours			
Direct Labor Cost			\$0.00

**Individual Staffing Costs**

Personnel (name & position)	% of Time in Program	Pre-Authorization (Hours)	Post-Authorization (Hours)	Hourly Rate	Total Cost	Fringe Benefit	Leave additive	Total Personnel Costs
<b>TOTAL</b>		0	0		\$0.00	\$0.00	\$0.00	\$0.00

**Staffing Costs by Task**

Personnel (name & position)	% of Time in Program	Total Costs	Pre-Authorization	Post-Authorization
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Total Costs		\$0.00	\$0.00	\$0.00

**Staffing**

Personnel	Hourly Rate

**Estimated Task Budget ( includes all cost)**

Task	% of Total Program	Cost
1. Pre-Authorization		\$0.00
2. Post-Authorization		\$0.00
Total		\$0.00

FY 2010

**SUPPLEMENTAL ARRA FUNDING PROGRAM**  
**FINANCIAL SUMMARY**  
**STP-NJ FUNDS**

<b>Subregion</b>	<b>Allocation</b>
Bergen	\$167,885.00
Essex	\$98,759.00
Hudson	\$70,054.00
Hunterdon	\$37,200.00
Jersey City	\$45,584.00
Middlesex	\$142,448.00
Monmouth	\$116,839.00
Morris	\$89,288.00
Newark	\$51,944.00
Ocean	\$97,018.00
Passaic	\$92,865.00
Somerset	\$56,490.00
Sussex	\$37,200.00
Union	\$99,225.00
Warren	\$37,200.00
<b>TOTAL</b>	<b>\$1,240,000</b>

**SUBREGION: BERGEN COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA) Local Project Management**

### **Bergen County**

**Project: Court Street, Bridge over the Hackensack River (FSN09393)**

#### **TASK 1 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

The Court Street Bridge Project has been submitted to the NJDOT Local Aid District Office with all required supporting documentation. We have received an approved CED, final designs submitted, preliminary plans, specifications, and estimates, received all required permits, and submitted final plans, specifications, and estimates to the NJDOT Local Aid District Office. We are currently awaiting Federal Authorization. All proposed work in Bergen County will entail Post-Authorization activities.

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Upon Federal Authorization, the County of Bergen will ensure that all Federal ARRA Guidelines are followed in the construction of the bridge including filing all financial information, following ARRA advertising and bid procedures, project status, job creation, and other information as required under ARRA reporting requirements. Bergen County will ensure that all activities are coordinated with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1 Reporting on Projects**

Bergen County will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Copy of all documents submitted to NJDOT along with Summary.

## **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, Bergen County will ensure that deadlines are met including the required bid advertisement period for the Court Street Bridge within 60 days. Bergen County will ensure ARRA requirements are met through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

## **Task 2.3 Receipt of Bids and Award of Project**

Bergen County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. Bergen County will meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

## **Task 2.4 Construction**

Upon award of project, Bergen County will begin construction of the project. Bergen County will inspect the project and has already hired a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. Bergen County will help ensure ARRA requirements are met through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable.

- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation.
- Construction inspection is the responsibility of the sponsor. Bergen County has already taken steps to ensure that this requirement has been met and has hired Transystems/Lichtenstein, the designers of the bridge for on-site project management. Boswell Engineering will be responsible for oversight and compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. Bergen County's resident engineer, representing the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with contact information for resident engineer and inspector.

## **Task 2.5 Financial Information**

Bergen County will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

Bergen County will submit the following to the Department of Transportation for reimbursement of final payment voucher:

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities

- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

### **Task 2.6 Reporting Information**

Bergen County will ensure that all NJTPA requirements are met including the provision of reporting through the NJTPA Cost Tracking System, back-up documentation, time sheets, etc., as well as any periodic reporting (e.g., Quarterly Reports) required.

Deliverable: Cost Tracking Financial Documentation with back-up documentation and Quarterly Reports if required.

**BERGEN COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF  
 FUNDING FOR ARRA  
 PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$127,318
2. FRINGE BENEFITS (57.96%)	(for new position only)	\$40,567
3. LEAVE ADDITIVE (%)		
	<b>SUBTOTAL</b>	<b>\$167,885</b>

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION (travel & expenses)		
	<b>SUBTOTAL</b>	<b>\$0</b>

<b>TOTAL BUDGET PROGRAM</b>	<b>\$167,885</b>
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

<b>FEDERAL SHARE</b>	<b>\$167,885</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>\$167,885</b>

**STAFFING PLAN**

**PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1	N/A	
TASK 2	100%	\$167,885.00
Subtotal Personnel		\$167,885.00
Direct Non-Labor Costs		
Indirect Costs		
<b>TOTALS</b>		<b>\$167,885.00</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
new staff position	100%	2,080
overtime	100%	various

**SUBREGION: ESSEX COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA) Local Project Management**

### **Essex County**

**Project: Roadway Resurfacing Program (FSN09680)**

#### **TASK 1      ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

Completed during FY 2009 and no work proposed during FY 2010.

#### **TASK 2      ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

The County of Essex is sponsoring authorized transportation projects funded through ARRA and must manage their advertisement, the solicitation and award of bids, and oversee construction. County staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1      Reporting on Projects**

Essex County will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted to NJDOT

### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, the County will advertise ARRA projects for bid within 60 days. The County will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

### **Task 2.3 Receipt of Bids and Award of Project**

The County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. The County will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

### **Task 2.4 Construction**

Upon award of project, Essex County will begin construction of projects. Sponsors will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. The County will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable

- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Construction inspection is the responsibility Essex County. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Essex County will provide the NJTPA with identity and contact information for resident engineer and inspector.

### **Task 2.5 Financial Information**

**Essex County will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

**Essex County will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)

- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**ESSEX COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES	\$74,676
2. FRINGE BENEFITS (32.25%)	\$24,083
3. LEAVE ADDITIVE (%)	\$0
SUBTOTAL	\$98,759

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION	
SUBTOTAL	\$0

<b>TOTAL BUDGET PROGRAM</b>	<b>\$98,759</b>
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

	<b>FEDERAL SHARE</b>	<b>\$98,759</b>
<b>TOTAL PROGRAM BUDGET</b>		<b>\$98,759</b>

**SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS  
ESSEX COUNTY - FY 2010 PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1		
TASK 2	100%	\$98,759
Subtotal Personnel		
Direct Non-Labor Costs		
Indirect Costs		
<b>TOTALS</b>		<b>\$98,759</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
M. Cortez, Princ. Engineer	36%	750
L. Rodriguez, Super. Engineer	17%	350
R. Yusuf, Princ. Engineer	27%	560
R. Masino, Sr. Program Analyst	13%	265
J. Jackson, Admin. Assistant	9%	181

**SUBREGION: HUDSON COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Hudson County**

#### **Projects:**

- 1. CR 678, Secaucus Road Resurfacing (FSN09472)**
- 2. Resurfacing Program (FSN09697)**
- 3. Pedestrian Indication Improvements (FSN09698)**

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Subregions sponsoring authorized transportation projects funded through ARRA must manage their advertisement, the solicitation and award of bids, and oversee construction. Subregional staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1 Reporting on Projects**

Hudson County will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

##### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, Hudson County will advertise their ARRA projects for bid within 60 days. The County will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

##### **Task 2.3 Receipt of Bids and Award of Project**

Hudson County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. The County will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

#### **Task 2.4 Construction**

Upon award of project, the County will begin construction of projects. Hudson County will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. The County will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable
- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with identify and contact information for resident engineer and inspector.

## **Task 2.5 Financial Information**

### **Hudson County will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

### **Hudson County will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report

- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**HUDSON COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF  
 FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$47,568.98
2. FRINGE BENEFITS (44.757%)		\$22,485.02
3. LEAVE ADDITIVE (0%)		\$0
	SUBTOTAL	\$70,054

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION		\$0
	SUBTOTAL	\$0

		<b>TOTAL BUDGET PROGRAM</b> \$70,054
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FEDERAL SHARE \$70,054**

**TOTAL  
 PROGRAM  
 BUDGET \$70,054**

**STAFFING PLAN  
HUDSON COUNTY  
PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 2	100%	\$70,054
Subtotal Personnel		\$70,054
Direct Non-Labor Costs		\$0.00
Indirect Costs		\$0.00
<b>TOTALS</b>		<b>\$70,054</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
Demetrio Arencibia, Assistant County Engineer	7%	150
Jose Seira, Dir. Traffic Engineering	11%	235
Yevgny Davyan	14%	290
Syed Taria-Shuaib	28%	290
Sean Keating, Senior Engineer	13%	260
Jack Dempsey	10%	212
Louis D'Amico	10%	209

**SUBREGION: HUNTERDON COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Hunterdon County**

#### **Projects:**

- 1. CR 512/517, Resurfacing (FSN09474A)**
- 2. CR 623/625, Resurfacing (FSN09474B)**

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Hunterdon County will manage the advertisement, solicitation and award of bids, and oversee construction of ARRA projects. County staff will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1 Reporting on Projects**

Hunterdon County will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

##### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, the County will advertise their ARRA projects for bids within 60 days. Hunterdon County will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

### **Task 2.3 Receipt of Bids and Award of Project**

Hunterdon County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. The county will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

### **Task 2.4 Construction**

Upon award of project, the County will begin construction of projects. Hunterdon County will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. The subregions will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable
- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with identify and contact information for resident engineer and inspector.

## **Task 2.5 Financial Information**

**Hunterdon County will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

**Hunterdon County will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report

- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**HUNTERDON COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF  
 FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$26,199
2. FRINGE BENEFITS (41.99%)		\$11,001
3. LEAVE ADDITIVE (0%)		\$0
SUBTOTAL		\$37,200

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION		\$0
SUBTOTAL		\$0

<b>TOTAL BUDGET PROGRAM</b>		\$37,200
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FEDERAL  
 SHARE**    \$37,200

**TOTAL  
 PROGRAM  
 BUDGET**    \$37,200

Total allocated budget is \$37,200. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources.

**HUNTERDON COUNTY  
STAFFING PLAN  
PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 2	100%	\$49,937.54
Subtotal Personnel		\$49,937.54
Direct Non-Labor Costs		\$0.00
Indirect Costs		\$0.00
<b>TOTALS</b>		<b>\$49,937.54*</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
James G Martin, PE, PP, County Engineer	2%	48
Edward L Kopp, PE, Supervising Engineer	4%	88
Thomas B Mathews, PE, CME, Super Engr.	4%	88
Gary J Siebentritt, Sr. Construction Inspector	19%	400
Bryan Stem, Construction Inspector	19%	400
Debra J Gilmartin, Assistant Super. of Accts	2%	48

Total allocation is \$37,200. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources. Although labor costs exceed allocated funds, Hunterdon County is seeking reimbursement for \$37,200 of this total.

**SUBREGION: JERSEY CITY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **City of Jersey City**

#### **Name of Projects:**

- 1. Newark Avenue Roadway Improvements, Phase 3 (FSN09467A)**
- 2. Sip Avenue Resurfacing (FSN09467B)**

#### **TASK 1 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

The City of Jersey City (City) has submitted two transportation projects that will be funded through ARRA. The CED's have been approved and we are advancing the projects. The Division of Engineering will spend approximately 23% of our eligible hours in the Pre-Authorization Phase. The City understands that the Tasks completed prior to authorization of Supplemental Staff Funding will not be eligible for reimbursement. On July 15, 2009 Jersey City Division of Engineering submitted project schedules and is diligently working as agreed to develop plans, specifications, and estimates for the two proposed projects pursuant to state and federal regulations. The Jersey City Engineering staff will continue to coordinate the tasks outlined under pre-authorization with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all federal, state and local requirements are met.

#### **Task 1.3 Final Design**

Jersey City has begun final design of their ARRA-funded transportation projects. The City will continue to meet ARRA requirements through the following efforts:

- Jersey City is coordinating with the NJDOT Local Aid District Office to ensure that the final designs for both ARRA transportation projects are proceeding as planned.
- Jersey City will provide the required documentation to our Local Aid District Office concerning the use of Medina Consultants for the design process on the Newark Avenue Roadway Improvement project.
- The Sip Avenue Resurfacing project was designed utilizing in-house staff.
- Jersey City is completing the final designs for the two proposed project pursuant to state and federal regulations. The Engineer's Certification for Design of Federal Aid Project will be submitted for each ARRA project.

Deliverable: Copy of final designs will be submitted to the state as indicated.

- Sip Avenue Resurfacing – Copy of Final designs to be submitted August 7, 2009
- Newark Avenue Roadway Improvements, Phase 3 - Copy of Final design will be submitted by November 2, 2009

#### **Task 1.4 Preliminary Submission of Plans, Specifications, and Estimates**

Due to a time constraints, the City will be submitting final plans, specifications, and engineer estimates (PS&E) to the NJDOT Local Aid District Office for review, evaluation, and comments, as noted in Task 1.7. The City will continue to meet ARRA requirements through the following efforts:

- Jersey City has prepared a rational estimate showing all proposed work and anticipated costs associated with each proposed ARRA project.
- Jersey City will coordinate with the Supervising Engineer at the NJDOT Local Aid District Office to ensure that PS&E submittals are in the correct format, created under the most recent specification requirements, and contain all necessary documentation.
- Jersey City will respond to review comments provided by NJDOT and FHWA in an urgent manner.

Deliverable: Copy of transmittal letters for all PS&E submissions.

- Sip Avenue Resurfacing – Final Plans to be submitted by August 7, 2009
- Newark Avenue – See Final Plans to be submitted by November 2, 2009

#### **Task 1.5 Permit Issuance**

Certain ARRA projects will require the issuance of permits from a variety of state and/or federal agencies prior to federal authorization. In Jersey City no federal permits or state permits will be required for the two ARRA funded projects. The City will provide the Permit Certification (Waiver) on each of our projects as indicated.

Deliverable: Sip Avenue Resurfacing Permit Certification (Waiver) – August 7, 2009  
Newark Avenue Roadway Improvement Permit Certification (Waiver) will be submitted by November 2, 2009

### **Task 1.6 Acquisition of Rights-of-Way**

Selection criteria for ARRA projects included a requirement that all rights-of-way be obtained and under the control of the sponsor prior to project selection. The proposed projects will not involve acquisition of rights of way. In addition, the City will be submitting Utility Clearance Certification on each ARRA project.

Deliverable: Sip Avenue Resurfacing – Right of Way Certification – August 7, 2009  
Sip Avenue Resurfacing - Utility Clearance Certification – August 7, 2009

Newark Avenue Roadway Improvement Right of Way Certification and the Utility Clearance Certification will be submitted by November 2, 2009

### **Task 1.7 Final Submission of Plans, Specifications, and Estimates and 1511 Certification**

The City of Jersey City has certified to the Division of Local Aid and Economic Development that we acknowledge and stand by our commitment to submit final PS&E to the NJDOT Local Aid District Office by November 30, 2009. In order to retain ARRA funding on the City's two ARRA projects, we have agreed to the terms and conditions required by the Federal Highway Administration. The City has agreed to meet ARRA requirements through the following efforts on both ARRA transportation projects:

- Jersey City will develop and submit copies of the Final Plans for each ARRA project, incorporating any comments made by review agencies on preliminary submissions.
- Jersey City will develop and submit copies of the Final Specifications, incorporating all 2007 and later specification requirements and the appropriate federal bid requirements and wage rates.
- Jersey City will develop and submit copies of the Final Engineer's Estimate.
- Jersey City will prepare and submit all required documentation, including, but not limited to, approved CED, evidence of SHPO review and approval, if applicable, certifications for permits, right-of-way, and utilities, the designer's certification, and the authorization to install, if applicable.
- Jersey City will submit a signed copy of the 1511 certification for each ARRA project.
- Respond, in a timely fashion, to any comments made on final PS&E submissions by any review agencies.

Deliverable: Copy of transmittal letters of final PS&E packages and copy of signed 1511 certification.

## **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

The City of Jersey City identified as one of the 15 subregions sponsoring two authorized transportation projects funded through ARRA will manage the advertisement, the solicitation and award of bids, and oversee construction on Newark Avenue Roadway Improvement and the Sip Avenue Resurfacing projects. The Jersey City Engineering staff will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met. We anticipate that during post-authorization, we will apply 77% of the estimated share of the program to our eligible supplemental staffing budget.

### **Task 2.1 Reporting on Projects**

The JC Engineering administrative staff will assist the Resident Engineers in providing required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation. The Jersey City staff will attend any informational sessions, workshops or meetings as recommended by NJDOT on the ARRA funded projects. The City's indirect costs such as meetings, mileage, printing, will not be included in the supplemental staff funding budget.

Deliverable: Summary of what has been submitted.

### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, the City will advertise their ARRA projects for bids within 60 days. The City Purchasing Agent acting within his authority and in conformity the N.J.S.A. 40A:11-1 et. seq will publicly advertise separately for bids for the Newark Avenue Roadway Improvement and the Sip Avenue Resurfacing projects. Funds will be made available for this expenditure in accordance with the requirements of the Local Budget Law. Jersey City will continue to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.
  
- Sip Avenue Resurfacing – October 1, October 6, & October 13, 2009
- Newark Avenue Roadway – January 12, January 21, & January 26, 2010

Deliverable: Copy of advertisement for each ARRA funded project.

### **Task 2.3 Receipt of Bids and Award of Project**

The Jersey City Resident Engineer and City Municipal Engineer will evaluate bids received and recommend the award of contract on the project accordingly. The award of contract will be subject to the condition that the contractor satisfies all requirements in accordance to the law and approved by NJDOT. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. Jersey City will meet ARRA requirements through the following efforts:

- The Engineering Staff will compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution

- Sip Avenue Resurfacing – November 12, 2009
- Newark Avenue Roadway Improvement – February 4, 2010

### **Task 2.4 Construction**

Upon award of project, the City will begin construction of projects. The bulk of individual staffing time will be appropriated during this phase and each project task will be strictly monitored. The City will inspect the ARRA projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. Jersey City will strictly adhere to ARRA requirements through the following efforts:

- The Resident Engineer will schedule a pre-construction meeting with NJDOT Local Aid and coordinate attendance of all interested parties.
- The Resident Engineer will prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable
- The Resident Engineer will notify the Department of Transportation of start of construction in writing (prior to start of construction). The City has been advised that periodic site visits will be made by the Department of Transportation during the construction stage. The City understands that failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation.

- The City further understands the construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer will be assigned to the project for construction oversight and compliance. The City's Resident Engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- The City will maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. Jersey City's Resident Engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Jersey City will ensure that all contractors are meeting all ARRA project reporting requirements.
- The Resident Engineer and Municipal Engineer will notify NJDOT of end of construction, arrange for NJDOT inspection, process punch list and begin closing the out the project paperwork.

**Deliverable:** Notification of start and end of construction. Provide NJTPA with identify and contact information for resident engineer and inspector.

- Sip Avenue Resurfacing – Duration:
- Newark Avenue Roadway Improvement – Duration:

### **Task 2.5 Financial Information**

**Jersey City will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- The Administrative Staff will assist the Resident Engineering and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation will be submitted as required on each ARRA project.)

**Jersey City will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)

- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

STAFFING PLAN

**CITY OF JERSEY CITY**  
**FY 2010 BUDGET PLAN**  
**SUPPLEMENTAL STAFF FUNDING**  
**FOR ARRA PROJECTS**

- 1). Newark Avenue Roadway Improvements, Project No: 09-006
- 2). Sip Avenue Resurfacing, Project No: 09-004

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES	<u>\$34,425.96</u>
2. FRINGE BENEFITS (32.34%)	<u>\$11,133.35</u>
3. LEAVE ADDITIVE (%)	<u>\$0.00</u>
SUBTOTAL	<u>\$45,559.31</u>

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION	
SUBTOTAL	<u>\$0.00</u>

<b>TOTAL BUDGET PROGRAM</b>	<u><b>\$45,559.31</b></u>
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

<b>FEDERAL SHARE</b>	<b>\$45,559.31</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>\$45,559.31*</b>

\*The allocated budget amount for Jersey City is \$45,584.

**PROJECT TASK BUDGET**

**Newark Avenue Roadway Improvements, Project No: 09-006**

**Sip Avenue Resurfacing, Project No: 09-004**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1: Pre-Authorization	23%	\$10,493.83
TASK 2: Post-Authorization	77%	\$35,065.48
Subtotal Personnel	0%	\$45,559.31
Indirect Costs	0%	\$0.00
<b>TOTALS</b>	<b>100%</b>	<b>\$45,559.31</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
William R. Goble, P.E. Municipal Engineer	5%	48
John Mucha, Supervising Engineer	51%	530
Angel Alvarado, Asst. Engineer	25%	262
Dawn Odom, Supv. Admin Analyst	10%	94
Chuck Lee, P.E. Asst. Municipal Engineer	6%	66
Ruth Gonzales, Sr. Account Clerk	3%	37

\*The allocated budget amount for Jersey City is \$45,584.



**SUBREGION: MIDDLESEX COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Middlesex County**

#### **Name of Projects:**

- 1. Roadway Resurfacing Program (FSN09681)**
- 2. Guiderail Installation/Replacement (FSN09440)**

#### **TASK 1 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

Subregions sponsoring transportation projects funded through ARRA must develop plans, specifications, and estimates for their proposed projects pursuant to State and Federal regulations. Subregional staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 1.1 Final Design**

Middlesex County will, upon approval of the CED, begin final design of their ARRA-funded transportation projects. The subregions will help to meet ARRA requirements through the following efforts:

- Coordinate with Local Aid to ensure that final design may proceed.
- Provide required documentation to Local Aid concerning any use of consultants for the design process.
- Develop a final design for the project pursuant to State and Federal regulations.

Deliverable: Copy of final design submitted to the State.

Not Applicable for the Installation and Upgrading of Guide Rail Along County Roads Project

### **Task 1.2 Preliminary Submission of Plans, Specifications, and Estimates**

Middlesex County will, as early as possible, submit plans, specifications, and engineer estimates (PS&E) to Local Aid for review, evaluation, and comment. The subregions will help to meet ARRA requirements through the following efforts:

- Develop preliminary plans for each proposal ARRA project.
- Develop specifications for each proposed ARRA project, using the most recent guidance provided by NJDOT and FHWA for ARRA projects.
- Provide a rational estimate showing all proposed work and anticipated costs associated with each proposed ARRA project.
- Coordinate with Local Aid to ensure that PS&E submittals are in the correct format, created under the most recent specification requirements, and contain all necessary documentation.
- Respond to review comments provided by NJDOT and FHWA in a timely fashion.

Deliverable: Copy of transmittal letters for all PS&E submissions.

Not Applicable for the Installation and Upgrading of Guide Rail Along County Roads Project

### **Task 1.3 Permit Issuance**

Certain ARRA projects will require the issuance of permits from a variety of State and/or Federal agencies prior to Federal authorization. Middlesex County will work through NJDOT in order to coordinate with permitting agencies to determine which permits are required, and to obtain such permits as soon as possible. The Middlesex County will help to meet ARRA requirements through the following efforts:

- Coordinate with BEPR, Local Aid, and other relevant State and Federal permitting agencies to determine the permits required for Federal authorization and construction.
- Apply for and obtain the necessary permits as soon as possible.

Deliverable: Copy of permits obtained.

Not Applicable for the Installation and Upgrading of Guide Rail Along County Roads Project

### **Task 1.4 Acquisition of Right-of-Way**

Selection criteria for ARRA projects included a requirement that all rights-of-way be obtained and under the control of the sponsor prior to project selection. Nonetheless, mitigation requirements imparted during the CED process may require acquisition of additional rights-of-way. The subregions will help to meet ARRA requirements through the following efforts:

- Coordinate with affected property owners to negotiate appropriate compensation for needed right-of-way transfer.

- Prepare necessary documentation needed to acquire, obtain, or condemn needed property to secure the rights-of-way for proposed ARRA projects.

Deliverable: Copy of signed right-of-way certification.

Not Applicable for the Installation and Upgrading of Guide Rail Along County Roads Project

**Task 1.5 Final Submission of Plans, Specifications and Estimates and 1511 Certification**

Middlesex County will submit final PS&E submission to Local Aid by November 30, 2009 to retain ARRA funding for their projects. These submissions must include all necessary documentation, including approved CED. Middlesex County will help to meet ARRA requirements through the following efforts:

- Develop and submit copies of the Final Plans for each ARRA project, incorporating any comments made by review agencies on preliminary submissions.
- Develop and submit copies of the Final Specifications, incorporating all 2007 and later specification requirements and the appropriate Federal bid requirements and wage rates.
- Develop and submit copies of the Final Engineer’s Estimate.
- Prepare and submit all required documentation, including, but not limited to, approved CED, evidence of SHPO review and approval, if applicable, certifications for permits, right-of-way, and utilities, the designer’s certification, and the authorization to install, if applicable.
- Submit a signed copy of the 1511 certification.
- Respond, in a timely fashion, to any comments made on final PS&E submissions by any review agencies.

Deliverable: Copy of transmittal letters of final PS&E packages and copy of signed 1511 certification.

Not Applicable for the Installation and Upgrading of Guide Rail Along County Roads Project

**TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS:  
POST-AUTHORIZATION**

Middlesex County will manage their advertisement, the solicitation and award of bids, and oversee construction of ARRA funded projects. Subregional staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

### **Task 2.1 Reporting on Projects**

Middlesex County will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, Middlesex County will advertise ARRA projects for bids within 60 days. Middlesex County will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a work for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

### **Task 2.3 Receipt of Bids and Award of Project**

Middlesex County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. Middlesex County will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEP/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

## **Task 2.4 Construction**

Upon award of project, Middlesex County will begin construction of projects. Middlesex County will ensure inspection of projects and provide a full-time resident engineer to oversee construction and ensure compliance with State and Federal regulations and laws. Middlesex County will meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable.
- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the Scope of Work will result in non-participation of work by the Department of Transportation.
- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with State and Federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Middlesex County will provide NJTPA with identify and contact information for resident engineer and inspector.

## **Task 2.5 Financial Information**

Middlesex County will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement Form PV)
  - Progress Report
  - Change Orders (prior to approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

Middlesex County will submit the following to the Department of Transportation for reimbursement of final payment voucher:

- Form PV – Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor’s Certification of final project cost is required.
- Engineer’s Certification – Project Completion
- Form DC-173A (LGS) – Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 – Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 – Contractor’s Final Certificate of Compliance (for wage rates)
- Form DC-126 – Wage Rate Inspections
- Form DC127 – Monthly Summary of Contractor’s Payrolls
- Form FA-7 – Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 – Monthly Employment Utilization Report
- Supplement to Form CC-257 – Monthly Employment Utilization Report
- Form FHWA-138=91 – Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor’s Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part “A”
- Form DC-29A – Daily Inspector’s Report (optional – could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor’s 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor’s DBE/ESBE compliance (DBE’s/ESBE’s are required).
- Form AD-267 – Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 – Final DBEESBE Report
- Release Statement from Agreement for Federal Aid.

Deliverable: Statement that all required financial information has been submitted.

**STAFFING PLAN**

**MIDDLESEX COUNTY  
FY 2010 BUDGET PLAN  
SUPPLEMENTAL STAFF FUNDING  
FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES	<u>\$95,917.02</u>
2. FRINGE BENEFITS (48.52%)	<u>\$46,538.94</u>
3. LEAVE ADDITIVE (%)	<u>\$0</u>
SUBTOTAL	<u>\$142,455.96</u>

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION	
SUBTOTAL	<u>\$0.00</u>

<b>TOTAL BUDGET PROGRAM</b>	<u>\$142,455.96</u>
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FEDERAL SHARE**                      **\$142,448.00**

**TOTAL PROGRAM BUDGET**                      **\$142,455.96\***

\*Total allocation is \$142,448. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources.

**PROJECT TASK BUDGET**

**Roadway Resurfacing Program (FSN09681)**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1: Pre-Authorization	70%	\$79,426.06
TASK 2: Post-Authorization	30%	\$38,537.52
Subtotal Personnel	100%	\$117,963.58
Indirect Costs	0%	\$0.00
<b>TOTALS</b>	<b>100%</b>	<b>\$117,963.00</b>

<b>Personnel</b>	<b>Title</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
John Reiser	County Engineer	0.40%	7
Rich Wallner	Assistant County Engineer	1.20%	19
Ken Preteroti	Supervising Engineer	3.90%	62
Ming Chang	Senior Engineer	49.80%	784
Val D'Aloia	Assistant Engineer	17.1%	280
Frank Lin	Senior Engineer	4.40%	70
Sima Alimoktariv	Principal Engineering Aide	5.50%	87
Bob Kociban	Supervising Engineering Aide	3.70%	58
Lazslo Vago	Assistant Engineer	4.80%	75
Josh Kamis	Engineering Aide	4.70%	74
Nilsa Romero	Supervising Account Clerk	2.80%	44
Jean Losada	Principal Clerk Stenographer	2.50%	40
Carol Drake	Chief Clerk	2.30%	37
<b>TOTAL</b>		<b>100%</b>	<b>1637</b>

**Guiderail Installation/Replacement (FSN09440)**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1: Pre-Authorization	0%	\$0
TASK 2: Post-Authorization	100%	\$34,329.76
Subtotal Personnel	100%	\$34,329.76
Indirect Costs	0%	\$0.00
<b>TOTALS</b>	<b>100%</b>	<b>\$34,329.76</b>

<b>Personnel</b>	<b>Title</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Post Authorization Total Hours</b>
John Reiser	County Engineer	1.3%	7
	Assistant County		
Rich Wallner	Engineer	3.6%	19
	Supervising		
Ken Preteroti	Engineer	3.8%	20
Ming Chang	Senior Engineer	57.7%	306
	Assistant		
Val D'Aloia	Engineer	4.0%	21
Frank Lin	Senior Engineer	3.4%	18
	Principal		
Sima Alimoktariv	Engineering Aide	5.7%	30
	Supervising		
Bob Kociban	Engineering Aide	3.8%	20
	Assistant		
Lazslo Vago	Engineer	4.7%	25
Josh Kamis	Engineering Aide	4.5%	24
	Supervising		
Nilsa Romero	Account Clerk	2.8%	15
	Principal Clerk		
Jean Losada	Stenographer	2.5%	13
Carol Drake	Chief Clerk	2.3%	12
<b>TOTAL</b>			<b>530</b>

**SUBREGION: MONMOUTH COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Monmouth County**

#### **Name of Projects:**

- 1. Upgrade of Electrical Components at Signalized Intersections (FSN09436)**
- 2. Roadway Resurfacing Program (FSN09439)**

#### **TASK 1 PRE-AUTHORIZATION**

Monmouth County, as the subregion sponsoring these transportation projects funded through ARRA, must develop plans, specifications, and estimates for the projects pursuant to state and federal regulations. County staff will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to prepare and submit the required documentation for federal project authorizations under this ARRA program. These projects have received the necessary NEPA clearances with Categorical Exclusion Documentation (CED) dated May 28, 2009 and May 14, 2009 respectively. The following two sub-tasks are envisioned:

##### **Task 1.1 Final Submission of Plans, Specifications, and Estimates (PS&E) and 1511 Certification**

Work necessary for the submission of final PS&E to NJDOT Local Aid prior to the deadline of November 30, 2009 will be performed under this sub-task. They may include, but not be limited to:

- Revisions to the preliminary construction plans as per NJDOT review comments;
- Revisions to the preliminary construction specifications as per NJDOT review comments;
- Revisions to the Engineer's Estimate based on revisions to the plans and specifications;
- Supplemental Field Survey to support PS&E, as needed;
- Preparation of the necessary certifications for the final PS&E approval including, but not limited to, right-of-ways and utilities; and
- Preparation of the 1511 certification.

**Deliverable:** Copy of transmittal letters of final PS&E package and a copy of signed 1511 certification.

## **Task 1.2 Administration of Pre-Authorization Phase**

Work necessary to ensure the federal authorization which is not included in Task 1.1 above. These may include, but not be limited to:

- Revisions to the project schedule;
- Coordination between the County and NJDOT/NJTPA staff;
- Interim reporting required with this ARRA program; and
- Preparation of other documentation necessary to obtain the federal authorization for this project.

Deliverable: Copy of a Federal Authorization Correspondence for the Project.

## **TASK 2 POST-AUTHORIZATION**

Once the project receives the federal authorization, the County will proceed to the project implementation including the solicitation of bids, award of bids, construction administration and management, and the submission of necessary documents and reports. The following three sub-tasks are envisioned:

### **Task 2.1 Project Advertisement & Award**

Upon receipt of written authorization to proceed, County will solicit bids and based on the responses, award a construction contract for the project. Work included under this task may include, but not be limited to:

- Advertisement and solicitation of the bids as per the federal requirement;
- Receipt and analysis of bids;
- Review of lowest responsible bidder's DBE/ESBE & Trainee Participation Plan to meet the project goals (if applicable); and
- Award of the construction project to the lowest responsible bidder.

Deliverable: Copy of Award Correspondence to NJDOT for Concurrence.

### **Task 2.2 Construction**

Upon award of project and concurrence from NJDOT, County will commence with the construction phase of the project. County will oversee the construction and perform the necessary inspections and oversight. Work included under this task may include, but not be limited to:

- Kick-off meeting with NJDOT Local Aid and other interested parties;
- Monitor the following activities of the Consultant Resident Engineer & staff:
  - Required notifications, certifications and documentation to NJDOT or other agencies as needed during the construction phase of the project,
  - Construction inspection for the duration of the construction phase,

- If necessary, a full time resident engineer for the roadway segments which are located on the National Highway System (NHS) for construction oversight and compliance for that roadway segment,
- Record keeping to ensure compliance with permits, DBE/ESBE program, trainees, and other items outlined in the basic agreement, task order project agreements or bid documents,
- Oversight to ensure that contractors are meeting ARRA project reporting requirements, and
- Notification to NJDOT of completion of construction; and
- Provide supplemental survey work, as needed.

Deliverable: Copies of correspondences to NJDOT of start and completion of construction. County contact person responsible for the construction oversight.

### **Task 2.3 Administration of Invoices**

Once construction commences, County oversee the activities of the consultant Resident Engineer who will periodically request reimbursements from NJDOT for the construction work completed and paid by the County to the contractor. Included under this task will be work necessary to request the reimbursements including, but not be limited to:

- Preparing and submitting the required documentation to NJDOT for reimbursement of interim payment vouchers such as:
  - Partial payment (as per funding agreement on Form PV),
  - Progress Report,
  - Change Orders (as needed), and
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments;
- Preparing and submitting the required documentation to NJDOT for reimbursement of final payment voucher such as:
  - Form PV - Payment Voucher along with backup documentation to substantiate project costs,
  - Chief Financial Officer's Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit or an Independent Auditor's Certification of final project cost;
  - Engineer's Certification of Project Completion,
  - Form DC-173A (LGS) - Federal Aid Change Order,
  - List of as-built quantities,
  - Form FHWA-47 - Statement of Materials and Labor,
  - Evidence of contractors Payroll compliance,
  - Form DC-123 - Contractor's Final Certificate of Compliance for wage rates,
  - Form DC-126 - Wage Rate Inspections,
  - Form DC-127 - Monthly Summary of Contractor's Payrolls,
  - Form FA-7 - Statement of Compliance,
  - Evidence of contractors EEO compliance,
  - Form CC-257 - Monthly Employment Utilization Report,
  - Supplement to Form CC-257 - Monthly Employment Utilization Report,
  - Evidence of contractor's Trainee compliance (if Trainees are required),

- Apprentice/Trainee Approval Memorandum Part "A",
- Daily Inspector's Report,
- Biweekly Training Report,
- Contractor's 1409 Quarterly Training Report,
- Training Certificate,
- Evidence of contractor's DBE/ESBE compliance (if DBE/ESBE is required),
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises,
- Form AD-268 - Final DBE/ESBE Report, and
- Release Statement from Agreement for Federal Aid.

Deliverable: Statement that the required financial information has been submitted.

**MONMOUTH COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$64,814.82
2. FRINGE BENEFITS (42.816%)*		\$27,751.11
3. LEAVE ADDITIVE (0%)		
SUBTOTAL		\$92,565.93

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION (81.28%)*		
SUBTOTAL		\$52,681.49

<b>TOTAL BUDGET PROGRAM</b>		\$145,247.42
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

FEDERAL SHARE		\$116,839
TOTAL PROGRAM BUDGET		\$145,247.42

\* Fringe Benefit and Indirect Cost Allocation rates are Monmouth County's 2009 Reimbursable Grant Benefits Rates as determined by the Monmouth County Finance Department and approved by the NJTPA for the STP and Subregional Studies Program.

\*\* Total allocated budget is \$116,839. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources

**MONMOUTH COUNTY  
STAFFING PLAN  
PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1	29%	\$ 17,803.70
TASK 2	71%	\$ 47,011.12
Subtotal Personnel		\$ 64,814.82
Direct Non-Labor Costs		\$ 27,751.11
Indirect Costs		\$ 52,681.49
<b>TOTALS</b>	<b>100%</b>	<b>\$ 145,247.42</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
Bernadette King-Quinlan	13%	264
Denise Brooker	5%	104
Kevin Cassidy	5%	96
Debbie Compton	9%	172
Carol Melnick	4%	84
Richard Kucinski	10%	200
Peter Bennett	3%	60
Robert Dabkowski	3%	60
Erik Vieira	4%	80
Charles H, Jackson	16%	312
Pete Imperiale	3%	56
Joseph Ettore	2%	36

\* Total allocated budget is \$116,839. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources

**SUBREGION: MORRIS COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA) Local Project Management**

### **Morris County**

#### **Name of Projects:**

- 1. Traffic Signal Improvements-West Hanover Avenue and Burnham Road (FSN09431)**
- 2. Traffic Signal Improvements-Littleton Road/Parsippany Boulevard (FSN09432)**
- 3. Columbia Turnpike, Resurfacing, Avenue to Park Avenue, (CR 510) (FSN09433A)**
- 4. East Main Street, Resurfacing, Hilltop Road/Mountain Avenue Intersection to Cold Hill Road, (CR 646) (FSN09433B)**
- 5. Glen Alpine Road, Resurfacing, US 202 to Lee's Hill Road, (CR 646) (FSN09433C)**
- 6. Route 202, Main Street, Barney Lane to Boonton Turnpike, Resurfacing (FSN09433D)**
- 7. Route 202, Main Street, Abbott Road to Washington Court, Resurfacing (FSN09433E)**
- 8. Mendham Road, Indianhead Road to Kadena Road, Resurfacing, (CR 510) (FSN09433F)**
- 9. Village Road, Lee's Hill Road to 1.3 miles East, Resurfacing (CR 646) (FSN09433G)**
- 10. Intersection Improvements to Ridgedale Avenue/Deforest Avenue and Ridgedale Avenue/Troy Road (FSN09434)**
- 11. Chester Branch Railroad Rehabilitation (FSN09435)**

## **TASK 1 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

Morris County will develop plans, specifications, and estimates for their proposed projects pursuant to state and federal regulations for the county sponsored transportation projects funded through ARRA. Morris County will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met. The undertakings of Task 1 include development of project schedule, NEPA requirements, final design, preliminary submission of plans, specifications and estimates, permit issuance, acquisition of rights-of-way, and final submission of plans, specifications, and estimates and 1511 certification. It is anticipated that these steps will be completed on the 11 Morris County ARRA projects prior to the authorization of this contract. See the attached chart for more details on the Morris County ARRA projects.

## **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Morris County will manage their advertisement, the solicitation and award of bids, and oversee construction for the 11 county sponsored transportation projects funded through ARRA. See the attached chart for more details on the Morris County ARRA projects. Morris County will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

### **Task 2.1 Reporting on Projects**

Morris County will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, Morris County will advertise their ARRA projects for bids within 60 days. The subregions will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers.

Deliverable: Copy of advertisement

### **Task 2.3 Receipt of Bids and Award of Project**

Morris County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. Morris County will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

### **Task 2.4 Construction**

Upon award of project, Morris County will begin construction of projects. Morris County will inspect projects and provide a resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. Morris County will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable
- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the NJDOT during the construction stage. Failure to notify the NJDOT of any major changes in the scope of work will result in non-participation of the work by the NJDOT.
- Construction inspection is the responsibility of Morris County. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. Morris County's resident engineer is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with contact information for resident engineer and inspector.

## **Task 2.5 Financial Information**

Morris County will submit the following to NJDOT for reimbursement of partial payment vouchers:

- Partial payment (as per funding agreement on Form PV)
- Progress Report
- Change Orders (prior approval of change required)
- Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (Two copies of backup documentation must be submitted.)

**Morris County will submit the following to NJDOT for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report

- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**MORRIS COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES	\$55,143.93
2. FRINGE BENEFITS (44.744%)	\$24,673.60
3. LEAVE ADDITIVE (17.167%)	\$9,466.56
SUBTOTAL	\$89,284.09

**PART III: INDIRECT COST  
 ALLOCATION**

INDIRECT COST ALLOCATION	\$0.00
SUBTOTAL	\$0.00

<b>TOTAL BUDGET PROGRAM</b>	<b>\$89,284.09*</b>
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FEDERAL SHARE** \$89,284.09

**TOTAL PROGRAM BUDGET** \$89,284.09

\* Total allocated budget is \$89,288.

**SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS  
MORRIS COUNTY**

**STAFFING PLAN**

**PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1	0%	\$0.00
TASK 2	100%	\$89,284.09
Subtotal Personnel	100%	\$89,284.09
Direct Non-Labor Costs	0%	\$0.00
Indirect Costs	0%	\$0.00
<b>TOTALS</b>	<b>100%</b>	<b>\$89,284.09</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
Deena Cybulski	8%	151
Christopher Vitz	7%	126
Debra Dellagiacomma	19%	345
Cliff Wolfe	21%	383
Brian Shubert	18%	328
Thomas Stankard	18%	325

\* Total allocated budget is \$89,288.

**SUBREGION: CITY OF NEWARK**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **City of Newark**

#### **Projects:**

- 1. Roadway Resurfacing Program (FSN09459)**
- 2. Traffic Signal Improvements, Wilson Avenue and Rome Street (FSN09460)**

#### **TASK 1 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

This task was completed during FY 2009 and no work proposed during FY 2010.

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

The City of Newark is sponsoring authorized transportation projects funded through ARRA and must manage their advertisement, the solicitation and award of bids, and oversee construction. City staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1 Reporting on Projects**

The City of Newark will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, the City will advertise ARRA projects for bids within 60 days. The City will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

### **Task 2.3 Receipt of Bids and Award of Project**

The City will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. The City will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

### **Task 2.4 Construction**

Upon award of project, the City of Newark will begin construction of projects. The City will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. The City will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable
- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation

- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the City, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

**Deliverable:** Notification of start and end of construction. Provide NJTPA with identity and contact information for resident engineer and inspector.

### **Task 2.5 Financial Information**

**City submits the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

**City submits the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance

- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor’s Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor’s DBE/ESBE compliance (if DBE’s/ESBE’s are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**CITY OF NEWARK - FY 2010 BUDGET PLAN**  
**SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS**

**Part I: Direct Expenses (Personnel Services)**

1.SALARIES	\$39,277
2. FRINGE BENEFITS (32.25%)	\$12,667
3. LEAVE ADDITIVE (%)	\$0
SUBTOTAL	\$51,944

**Part III: Indirect Cost Allocation**

INDIRECT COST ALLOCATION	
SUBTOTAL	\$0
<b>TOTAL BUDGET PROGRAM</b>	<b>\$51,944</b>

This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

<b>FEDERAL</b>	
<b>SHARE</b>	<b>\$51,944</b>
<b>TOTAL</b>	
<b>PROGRAM</b>	
<b>BUDGET</b>	<b>\$51,944</b>

**SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS  
CITY OF NEWARK – FY 2010 PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1	0%	0
TASK 2	100%	\$51,944
Subtotal Personnel		
Direct Non-Labor Costs		
Indirect Costs		
<b>TOTALS</b>		<b>\$51,944</b>
<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Estimated Hours</b>
Michel J. Gelin ( <b>Civil Engineer</b> )	30%	620
Zafar Alvi ( <b>Civil Engineer</b> )	17%	344
Sing Wong ( <b>Traffic Engineer</b> )	5%	100

**SUBREGION: OCEAN COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Ocean County**

#### **Name of Projects:**

- 1. Replacement of Beach Boulevard Bridge (FSN09419)**
- 2. Painting of Beaver Dam Bridge (FSN09430)**
- 3. Roadway Resurfacing Program (FSN09682)**
- 4. Reconstruction of Route 539 at the New Fort Dix Entrance (09300)**
- 5. Safety Upgrade Replacement of Bridge Guide Rail End Treatments at 82 Bridges, Various Locations (FSN09564)**

#### **TASK 2      ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Ocean County will manage their advertisement, solicitation and award of bids, and oversee construction of all ARRA funded projects. Ocean County will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1      Reporting on Projects**

Ocean County will provide the required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation. This task does not include the reports required to be filed online by the Contractor.

Deliverable: Copies of all necessary reports including a summary of what has been submitted will be submitted.

## **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, Ocean County will advertise their ARRA projects for bids within 60 days of authorization. Ocean County will meet ARRA requirements through the following efforts:

- Prepare and advertise the project for bid.
- Post the advertisement once a week for three consecutive weeks in the Asbury Park Press and the Trenton Times.
- Copies of all advertisements will be submitted to NJDOT.

Deliverable: Copies of the advertisements will be submitted.

## **Task 2.3 Receipt of Bids and Award of Project**

Ocean County will evaluate bids received and award the project in accordance with our current guidelines. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. Ocean County will meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copies of the bid receipt information submitted to NJDOT and the award resolution will be submitted.

## **Task 2.4 Construction**

Upon award of the projects, Ocean County will commence with construction of the projects. A Full Time Resident Engineer will be provided by the County for all projects on the National Highway System (NHS) to oversee construction and ensure compliance with state and federal regulations and laws. Ocean County will meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable

- Notify NJDOT of the start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Provide a full time Resident Engineer for all projects on the NHS. The resident Engineer will be responsible for construction oversight and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Ocean County will submit copies of the start and end of construction notices provided to NJDOT along with the contact information for the Resident Engineer and Inspector.

Not Applicable for the Replacement of Beach Boulevard Bridge Project in Lacey Township.

### **Task 2.5 Financial Information**

Ocean County will submit all required financial information for reimbursement of partial payment vouchers to the NJDOT: Ocean County will meet ARRA requirements through the following efforts:

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

### **Ocean County will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)

- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Ocean County will submit a certification that all of the required financial documentation has been submitted.

**OCEAN COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES	\$67,954.00
2. FRINGE BENEFITS (42.77%)	\$29,064.00
3. LEAVE ADDITIVE (0%)	\$0.00
SUBTOTAL	\$97,018.00

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION	\$0
SUBTOTAL	\$0

<b>TOTAL BUDGET PROGRAM</b>	<b>\$97,018</b>
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

<b>FEDERAL SHARE</b>	<b>\$97,018</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>\$97,018</b>

**OCEAN COUNTY  
STAFFING PLAN  
PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1	0%	\$0.00
TASK 2	100%	\$97,018.00
Subtotal Personnel		\$97,018.00
Direct Non-Labor Costs		\$0.00
Indirect Costs		\$0.00
<b>TOTALS</b>		<b>\$97,018.00</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
Frank Scarantino, County Engineer	7.02%	150.00
Alan Rissmiller, Assistant County Engineer	1.20%	25.00
C. Roberts Mulloy, Supervising Engineer	7.21%	150.00
Mark Jehnke, Principal Engineer	7.21%	150.00
Melissa Ewell, Management Assistant	3.61%	75.00
Margaret Cimoichowski, Principal Acct. Clerk Typing	4.81%	100.00
Suzanne Hill, Administrative Clerk Typist	0.72%	15.00
Margaret Fichot, Supervising Acct. Clerk Typing	0.96%	20.00
Lindsay Pound, Account Clerk Tying	0.97%	20.12
Joseph Proto, Supervising Inspector	9.83%	204.50
George Symington, Supervising Inspector	9.62%	200.01
Michael Testa, Principal Engineer	9.62%	200.01
Robert Oddo, Project Coordinator Construction	9.62%	200.01
Gilbert Lanterman, Supervising Engineer	7.21%	150.00
Thomas Hartman, Principal Engineer	7.21%	150.00

**SUBREGION: PASSAIC COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Passaic County**

#### **Name of Projects:**

- 1. Resurfacing Program, Contract 1, (Ringwood-West Milford) (FSN09417A)**
- 2. Resurfacing Program, Contract 2, (Wayne) (FSN09417B)**
- 3. Resurfacing Program, Contract 3, (Hawthorne/North Haledon) (FSN09417C)**
- 4. Resurfacing Program, Contract 4, (Little Falls) (FSN09417D)**
- 5. Resurfacing Program, Contract 5, (Totowa/Woodland Park) (FSN09417E)**
- 6. Resurfacing Program, Contract 6, (West Milford/Pompton Lakes/Bloomingtondale) (FSN09417F)**
- 7. Resurfacing Program, Contract 7, (Paterson/Haledon) (FSN09417G)**
- 8. Resurfacing Program, Contract 8, (Paulison Avenue -- Peach Street to River Drive) (FSN09417H)**
- 9. Resurfacing Program, Contract 9, (Clifton) (FSN09417J)**
- 10. Resurfacing Program, Contract 10, (Clifton-Paterson) (FSN09417K)**
- 11. Resurfacing Program, Contract 11, (Wayne) (FSN09417L)**

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

The County of Passaic will manage their advertisement, the solicitation and award of bids, and oversee construction of all authorized transportation projects funded through ARRA. The County of Passaic staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1 Reporting on Projects**

The County of Passaic will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

### **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, the County of Passaic will advertise ARRA projects for bids within 60 days. The County of Passaic will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

### **Task 2.3 Receipt of Bids and Award of Project**

The County of Passaic will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. The County of Passaic will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

### **Task 2.4 Construction**

Upon award of project, the County of Passaic will begin construction of projects. The County of Passaic will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. The County of Passaic will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable

- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. The County will provide NJTPA with identify and contact information for resident engineer and inspector.

### **Task 2.5 Financial Information**

**The County of Passaic will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

**The County of Passaic will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance

- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**Passaic County  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF FUNDING  
 FOR ARRA PROJECTS**

**I. DIRECT COSTS (PERSONNEL SERVICES)**

1. SALARIES	\$45,599.73
2. FRINGE BENEFITS (39.53%)	\$18,025.57
3. LEAVE ADDITIVE (26.85%)	\$12,245.77*
<b>SUBTOTAL</b>	<b>\$75,871.08</b>

**III. INDIRECT COSTS**

INDIRECT COST ALLOCATION (28.49%)	\$16,985.90*
<b>SUBTOTAL</b>	<b>\$16,985.90</b>

**TOTAL PROGRAM  
 BUDGET**

**\$92,856.98**

This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FUNDING SOURCES**

FEDERAL SHARE (100%)	<b>\$92,856.98</b>
<b>TOTAL</b>	<b>\$92,856.98**</b>

\*Leave Additive and Indirect Cost Allocation Rates are Passaic County's 2009 Reimbursable Grant Benefit Rates as determined by Passaic County Finance Office and approved by the NJTPA for the STP and Subregional Studies Program.

\*\*Total allocated budget is \$92,865.

**Passaic County  
FY 2010 BUDGET PLAN  
SUPPLEMENTAL STAFF  
FUNDING FOR ARRA  
PROJECTS**

**Task Budget**

Task	Estimated Share of Program	Estimated Hours	Cost
II. Post-Authorization	100.00%	1017	\$45,599.73
Total Hours		1017	
<b>Direct Labor Cost</b>			\$45,599.73

**Staffing Plan**

Personnel	Name	% of Time in Program	Hours	Task 2
Assistant County Engineer	Gerard Spinnler	28%	510	510
Senior Engineering Aide	Steve Strassburger	28%	507	507
<b>TOTAL HOURS</b>		56%	1,017	1,017

**Salaries By Employee**

Personnel	Name	Hourly Rate	Total Salary	Task 2
Assistant County Engineer	Gerard Spinnler	\$55.82	\$28,468.20	\$28,468.20
Senior Engineering Aide	Steve Strassburger	\$33.79	\$17,131.53	\$17,131.53
<b>TOTAL COST</b>			\$45,599.73	\$45,599.73

**Fringe Benefit  
Costs**

Personnel	Name	Fringe Benefit Rate	Total Cost	Task 2
Assistant County Engineer	Gerard Spinnler	39.53%	\$11,253.48	\$11,253.48
Senior Engineering Aide	Steve Strassburger	39.53%	\$6,772.09	\$6,772.09
<b>TOTAL</b>			<b>\$18,025.57</b>	<b>\$18,025.57</b>

**SUBREGION: SOMERSET COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Somerset County**

**Name of Project: Roadway Resurfacing Program (FSN09416)**

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Subregions sponsoring authorized transportation projects funded through ARRA must manage their advertisement, the solicitation and award of bids, and oversee construction. Somerset County staff will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

#### **Task 2.4 Construction**

Upon award of project, Somerset County will begin construction of the project. Somerset County will inspect the project and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. Somerset County will help to meet ARRA requirements through the following efforts:

- Somerset County will schedule a pre-construction meeting with NJDOT Local Aid, Federal Highway Authority (FHWA), NJDOT Civil Rights and all other interested parties.
- Somerset County will prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable.
- Somerset County will notify NJDOT of start of construction in writing (prior to start of construction). Periodic site visits will be made by the NJDOT during the construction stage. Failure to notify the NJDOT of any major changes in the scope of work will result in non-participation of the work by the NJDOT.
- Construction inspection is the responsibility of Somerset County. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.

- Somerset County will maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. Somerset County's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Somerset County will ensure that all contractors are meeting all ARRA project reporting requirements.
- Somerset County will notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with identity and contact information for resident engineer and inspector.

### **Task 2.5 Financial Information**

#### **Somerset County will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Somerset County will prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

#### **Somerset County will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report

- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor’s Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor’s DBE/ESBE compliance (if DBE’s/ESBE’s are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**SOMERSET COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF  
 FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$40,510
2. FRINGE BENEFITS (39.44%)		\$15,977
3. LEAVE ADDITIVE (0%)		\$0
SUBTOTAL		\$56,488

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION		\$0
SUBTOTAL		\$0

<b>TOTAL BUDGET PROGRAM</b>		\$56,488
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FEDERAL  
 SHARE**     \$56,488

**TOTAL  
 PROGRAM  
 BUDGET**     \$56,488\*

\*Total allocated budget is \$56,490.

**STAFFING PLAN**

**SOMERSET  
COUNTY PROJECT  
TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1	0%	\$0
TASK 2	100%	\$56,488
Subtotal Personnel		\$56,488
Direct Non-Labor Costs		\$0
Indirect Costs		\$0
<b>TOTALS</b>		\$56,488*

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
Gary Cortelyou	7%	135
Tom Jukus	27%	519
Sal Diliberto	14%	264
Chris Gluch	29%	549
Melanie Kowal	1%	20

\*Total allocated budget is \$56,490.

**SUBREGION: SUSSEX COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA) Local Project Management**

### **Sussex County**

#### **Name of Projects:**

- 1. CR 620, Microresurfacing (FSN09409)**
- 2. CR 616, Roadway Resurfacing (FSN09410)**
- 3. Bridge Q-11, Replacement (FSN09412)**
- 4. Bridge Q-09, Replacement (FSN09413)**
- 5. CR 519, Roadway Rehabilitation (FSN09414)**

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

Sussex County will manage their advertisement, solicitation and award of bids, and oversee construction of ARRA funded projects. Sussex County will coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1 Reporting on Projects**

Sussex County will provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

## **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, Sussex County will advertise their ARRA projects for bids within 60 days. The subregions will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

## **Task 2.3 Receipt of Bids and Award of Project**

Sussex County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. Sussex County will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

## **Task 2.4 Construction**

Upon award of project, Sussex County will begin construction of projects. Sponsors will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. Sussex County will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable

- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with identify and contact information for resident engineer and inspector.

### **Task 2.5 Financial Information**

**Sussex County will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

**Sussex County will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)

- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**SUSSEX COUNTY  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF  
 FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$21,803
2. FRINGE BENEFITS (%)	50.66%	\$11,046
3. LEAVE ADDITIVE (%)	20%	\$4,361
	<b>SUBTOTAL</b>	<b>\$37,209</b>

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION		
	<b>SUBTOTAL</b>	<b>\$0</b>

<b>TOTAL BUDGET PROGRAM</b>	<b>\$37,209</b>
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

<b>FEDERAL SHARE</b>	\$37,200
<b>TOTAL PROGRAM BUDGET</b>	<b>\$37,209</b>

\* Total allocated amount is \$37,200. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources.

**STAFFING PLAN**

**PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 2	100%	\$37,200.00
Subtotal Personnel		\$37,200.00
Direct Non-Labor Costs		\$0
Indirect Costs		\$0
<b>TOTALS</b>		<b>\$37,200.00</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
John Risko, Eng. Div. Dir.	5.77%	120
Bill Koppenaar, Chief Engineer	2.40%	50
Don Drake, Principal Engineer	1.92%	40
Eric Grossman, Inspector	1.92%	40
Frank Martone, Eng. Aid	1.92%	40
Susan Delmar, Senior Engineer	2.40%	50
Kevin Byrnes, Asphalt Foreman	3.85%	80

**SUBREGION: UNION COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA)** **Local Project Management**

### **Union County**

#### **Name of Projects:**

- 1. Elizabeth Intersection Improvements, Contract 1 (FSN09401A)**
- 2. Elizabeth Intersection Improvements, Contract 2 (FSN09401B)**
- 3. Elizabeth Intersection Improvements, Contract 3 (FSN09401C)**
- 4. Elizabeth/Hillside Intersection Improvements (FSN09401D)**
- 5. Park Avenue Corridor Improvements (FSN09402)**
- 6. Terrill Road Corridor Signalization-Somerset County Line to Martine Avenue (FSN09403)**
- 7. Roadway Improvements and Handicap Ramps (FSN09405)**
- 8. Springfield Avenue, Intersection Improvements (FSN09406)**

#### **TASK 2      ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

The County of Union will sponsor authorized transportation projects funded through ARRA and will manage the advertisement, solicitation and award of bids, and oversee construction. County of Union staff must coordinate with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1      Reporting on Projects**

Provide required reports including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable:    Summary of what has been submitted.

## **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, the County of Union will advertise our ARRA projects for bids within 60 days. The County of Union will help to meet ARRA requirements through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

## **Task 2.3 Receipt of Bids and Award of Project**

The County of Union will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. The County of Union will help to meet ARRA requirements through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

## **Task 2.4 Construction**

Upon award of project, the County of Union will begin construction of projects. The County of Union will inspect projects and provide a full-time resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. The County of Union will help to meet ARRA requirements through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable

- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation
- Construction inspection is the responsibility of the sponsor. For projects that are located on the National Highway System (NHS) a full time resident engineer must be assigned to the project for construction oversight and compliance. A resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with identify and contact information for resident engineer and inspector.

### **Task 2.5 Financial Information**

**The County of Union will submit the following to the Department of Transportation for reimbursement of partial payment vouchers:**

- Prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)

**The County of Union will submit the following to the Department of Transportation for reimbursement of final payment voucher:**

- Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
- Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
- Engineer's Certification - Project Completion
- Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
- List of all as-built quantities
- Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
- Evidence of contractors Payroll compliance
- Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)

- Form DC-126 - Wage Rate Inspections
- Form DC-127 - Monthly Summary of Contractor's Payrolls
- Form FA-7 - Statement of Compliance
- Evidence of contractors EEO compliance
- Form CC-257 - Monthly Employment Utilization Report
- Supplement to Form CC-257 - Monthly Employment Utilization Report
- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor's Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
- Training Certificate
- Evidence of contractor's DBE/ESBE compliance (if DBE's/ESBE's are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**COUNTY OF UNION  
 FY 2010 BUDGET PLAN  
 SUPPLEMENTAL STAFF  
 FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$75,430
2. FRINGE BENEFITS (31.59%)		\$23,824
3. LEAVE ADDITIVE (0%)		\$0
SUBTOTAL		\$99,254

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION		\$0
SUBTOTAL		\$0

<b>TOTAL BUDGET PROGRAM</b>		\$99,254
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

**FEDERAL  
 SHARE**    \$99,225

**TOTAL  
 PROGRAM  
 BUDGET**    \$99,254

Total allocated amount is \$99,225. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources.

**STAFFING PLAN  
COUNTY OF UNION  
PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
TASK 1	0%	\$0.00
TASK 2	100%	\$99,253.32
Subtotal Personnel		\$99,253.32
Direct Non-Labor Costs		\$0.00
Indirect Costs		\$0.00
<b>TOTALS</b>		<b>\$99,253.32</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
Thomas O. Mineo, P.E., County Engineer	15%	264
Paul Leso, P.E., Supervising Engineer	15%	264
Darlene Balboa, Exec Asst to Co Engineer	44%	809
Mary Ann Foglia, Supervising Typist	18%	325

**SUBREGION: WARREN COUNTY**

**SUPPLEMENTAL STAFF SUPPORT  
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
FUNDING**

**WORK PROGRAM**

# **Proposed Scope of Work: Supplemental Staff Funding for ARRA Projects**

## **American Recovery and Reinvestment Act of 2009 (ARRA) Local Project Management**

### **Warren County**

**Name of Project: CR 619, Roadway Improvements (FSN09397)**

#### **TASK 1 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: PRE-AUTHORIZATION**

Warren County will develop plans, specifications, and estimates for the subject project pursuant to state and federal regulations. All work will be coordinated with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met. Supplemental staff funding is not requested for this task.

The project schedule, NEPA documentation, and preliminary plans and specifications are complete and have been submitted for review. The final plans, specifications and engineer's estimate will be completed shortly and submitted to New Jersey Department of Transportation (NJDOT) for final review and authorization to proceed.

#### **TASK 2 ADMINISTRATION OF ARRA TRANSPORTATION PROJECTS: POST-AUTHORIZATION**

The subject project is funded through the ARRA program. Warren County will manage the project, advertise for bids, review the bids, and oversee construction. All work will be coordinated with the New Jersey Department of Transportation (NJDOT) and NJTPA to ensure transparency and to ensure all requirements are met.

##### **Task 2.1 Reporting on Projects**

All required Federal and State reports will be provided including, but not limited to project status, financial information, job creation, etc. as required by ARRA legislation.

Deliverable: Summary of what has been submitted.

## **Task 2.2 Advertisement of Project**

Upon receipt of written authorization to proceed, Warren County will advertise the project for bids within 60 days. ARRA requirements will be met through the following efforts:

- Develop an advertisement and submit a copy to NJDOT.
- Post the advertisement once a week for three consecutive weeks in a minimum of two (2) legal newspapers, one of which must be a Trenton newspaper.

Deliverable: Copy of advertisement

## **Task 2.3 Receipt of Bids and Award of Project**

Warren County will evaluate bids received and award the project accordingly. Documentation concerning bid receipt and award/rejection will be submitted to NJDOT. ARRA requirements will be met through the following efforts:

- Compile and submit to NJDOT all required bid receipt information, including, but not limited to, DEB/ESBE/Trainee participation, if applicable, contractor status, certification that all conditions set forth in the bid proposal have been satisfied, and an analysis of the bids.
- Evaluate bids.
- Award project.
- Develop and secure a resolution awarding the contract and submit to NJDOT for concurrence.

Deliverable: Copy of bid receipt information submitted to NJDOT and copy of award resolution.

## **Task 2.4 Construction**

Upon award of project, Warren County will begin construction of project. The County will provide a full-time inspector and a resident engineer to oversee construction and ensure compliance with state and federal regulations and laws. ARRA requirements will be met through the following efforts:

- Schedule a pre-construction meeting with NJDOT Local Aid and all other interested parties.
- Prepare and submit required certifications and other documentation concerning construction materials, including, but not limited to: Material Questionnaire, Material Certifications, List of Suppliers, and Mix Design Reports for approval, if applicable
- Notify Department of Transportation of start of construction in writing (prior to start of construction). Periodic site visits will be made by the Department of Transportation during the construction stage. Failure to notify the Department of Transportation of any major changes in the scope of work will result in non-participation of the work by the Department of Transportation

- A full time inspector will be assigned to the project with a resident engineer for construction oversight and compliance. The resident engineer will oversee construction and ensure compliance with state and federal regulations and laws.
- Maintain appropriate records to ensure compliance with permits, DBE/ESBE program, trainees, and any other items outlined in the basic agreement, task order project agreements or bid documents. The sponsor's resident engineer, representing, the NJDOT, is responsible for the submittal of relevant forms required for the project.
- Ensure that all contractors are meeting all ARRA project reporting requirements.
- Notify NJDOT of end of construction.

Deliverable: Notification of start and end of construction. Provide NJTPA with identify and contact information for resident engineer and inspector.

### **Task 2.5 Financial Information**

All Contractor payments will be reviewed and processed. ARRA requirements will be met through the following efforts:

- Warren County will prepare and submit all required documentation to NJDOT for reimbursement of payment vouchers, including but not limited to:
  - Partial payment (as per funding agreement on Form PV.)
  - Progress Report
  - Change Orders (prior approval of change required)
  - Evidence of costs to date incurred in the form of payroll certifications or receipts of contractor payments (two copies of backup documentation must be submitted)
- Warren County will prepare and submit the following required documentation to NJDOT for reimbursement of the final payment voucher:
  - Form PV - Payment Voucher along with backup documentation to substantiate all project costs (two copies of backup documentation must be submitted)
  - Chief Financial Officers Certification indicating that the final project cost is part of the annual single audit or the final project cost will be made part of the next annual single audit. If neither is the case, then an Independent Auditor's Certification of final project cost is required.
  - Engineer's Certification - Project Completion
  - Form DC-173A (LGS) - Federal Aid Change Order (2 pages)
  - List of all as-built quantities
  - Form FHWA-47 - Statement of Materials and Labor (for all NHS projects or projects over \$1 million in construction costs)
  - Evidence of contractors Payroll compliance
  - Form DC-123 - Contractor's Final Certificate of Compliance (for wage rates)
  - Form DC-126 - Wage Rate Inspections
  - Form DC-127 - Monthly Summary of Contractor's Payrolls
  - Form FA-7 - Statement of Compliance
  - Evidence of contractors EEO compliance
  - Form CC-257 - Monthly Employment Utilization Report
  - Supplement to Form CC-257 - Monthly Employment Utilization Report

- Form FHWA-1391 - Annual EEO Report (only used for active projects during July). Local Aid to submit the completed form to the NJDOT – Division of Civil Rights by August 15.
- Evidence of contractor’s Trainee compliance (if Trainees are required)
- Apprentice/Trainee Approval Memorandum Part "A"
- Form DC-29A - Daily Inspector's Report (optional - could be used to monitor the performance of the trainees). Local form may be used.
- Biweekly Training Report
- Contractor's 1409 Quarterly Training Report
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- Evidence of contractor’s DBE/ESBE compliance (if DBE’s/ESBE’s are required)
- Form AD-267 - Monthly Report, Utilization of Disadvantaged Business Enterprises
- Form AD-268 - Final DBE/ESBE Report
- Release Statement from Agreement for Federal Aid

Deliverable: Statement that all required financial information has been submitted.

**FY 2010 BUDGET PLAN  
SUPPLEMENTAL STAFF  
FUNDING FOR ARRA PROJECTS**

**PART I: DIRECT EXPENSES (PERSONNEL SERVICES)**

1. SALARIES		\$21,705
2. FRINGE BENEFITS (39.44%)		\$8,560
3. LEAVE ADDITIVE (0%)		\$0
	SUBTOTAL	\$30,265

**PART III: INDIRECT COST ALLOCATION**

INDIRECT COST ALLOCATION		\$6,000
	SUBTOTAL	\$6,000

<b>TOTAL BUDGET PROGRAM</b>		\$36,265
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This estimated budget is based upon projected costs to perform the work program for FY 2010 as outlined in the Scope of Work. Changes will be authorized upon written recommendation of the Program Director and approved by the NJTPA.

	<b>FEDERAL SHARE</b>	\$36,265
	<b>TOTAL PROGRAM BUDGET</b>	\$36,265*

\* Total allocated budget is \$37,200. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources

**STAFFING PLAN**

**PROJECT TASK BUDGET**

	<b>Time Spent (%)</b>	<b>Total Costs</b>
Contracts and Award	1%	\$511.37
Project Preconstruction Meeting	1%	\$605.25
Construction Inspection	70%	\$15,928.21
Progress Meetings & Coordination	5%	\$1,779.34
Review Field Conditions	3%	\$1,471.76
Public Complaints and Inquiries	2%	\$919.71
Review and Process Payments	2%	\$1,244.66
Misc. Correspondence & Proj. Admin.	8%	\$4,235.80
Develop Change Orders & Review Claims	2%	\$955.70
NJDOT & FHWA Vouchers and Forms	6%	\$2,613.21
Subtotal Personnel		\$30,265.01
Direct Non-Labor Costs		\$0.00
Indirect Costs		\$6,000.00
<b>TOTALS</b>		<b>\$36,265.01*</b>

<b>Personnel</b>	<b>% of Time Involved in Project (based on total work hours for year)</b>	<b>Total Hours</b>
David B. Hicks (County Engineer)	1%	14
James A. Bernaski (Assistant County Engineer)	4%	74
Barth Johnson (Project Engineer)	3%	70
Michael Ianitelli (Engineering Aide)	4%	89
John Tate (Inspector)	25%	524
Mary Jane Grotenhuis (Admin. Clerk)	1%	12
David Dech (Planning Director)	1%	15
Brian Appezato (Senior Planner)	1%	20

\*Total allocated budget is \$37,200. Budget in excess of the NJTPA programmed funding amount will be supplemented by other funding sources