



DEPARTMENT OF ENGINEERING AND PLANNING  
Division of Engineering  
Sussex County Administrative Center  
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John C. Risko, P.E., P.L.S., P.P.  
Division Director/Assistant County Engineer

County of Sussex

**Sussex County Division of Engineering  
PRECONSTRUCTION MEETING**

**2013 Resurfacing Program  
Various Sussex County Municipalities**

**Date: Thursday September 5, 2013 Time: 10:00 A.M.**

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

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

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

**Project Team:**

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

## Contractor Submittals Due at Pre-Construction Meeting:

- Signed Contracts Have
- Certificate of Insurance Have
- Performance/Payment Bond Have
- Initial Project Workforce Report Have
- MS-Project Schedule Need
- Contractor's daily work hours Need
- Health & Safety Plan – 2007 NJDOT 108.05.02 Need
- NJDOT Form SA-11 State Aid Material Questionnaire Need
- Asphalt Mix Design & Supplier Need
- Name and Certification for Traffic Control Coordinator Need
- Evidence of Flaggers Formal Training Need
- NJDOT Form DC-34 Key Contact Personnel Need
- Paving Plan Need
- Striping Plan Need

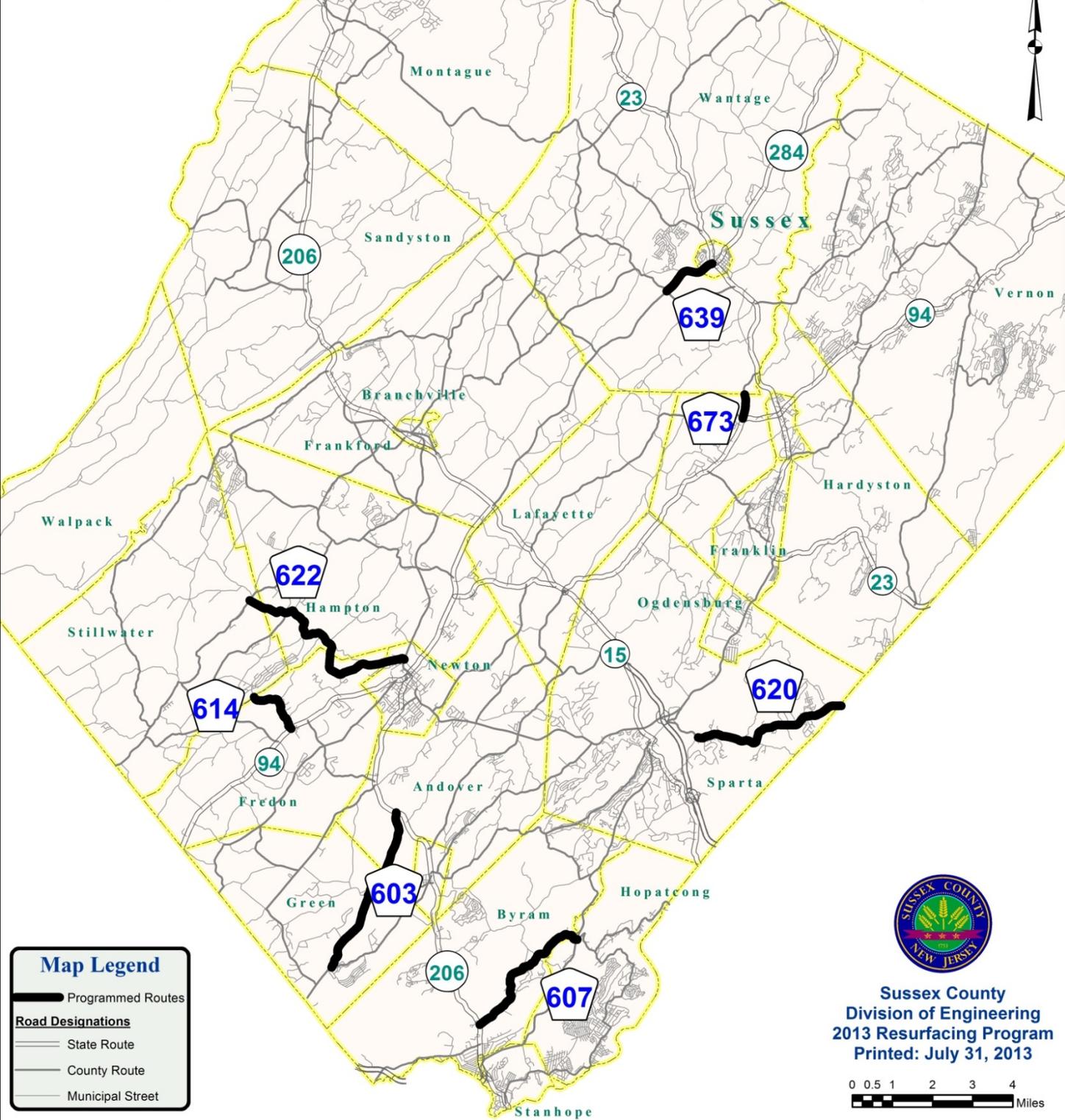
**NOTE:** If Paving & Striping plan are not submitted at the Preconstruction Meeting they will be required before the start of those items of work.

## Meeting Agenda:

- 1) **Introductions and Meeting Sign-in-Sheet**
- 2) **Project Description:** This project generally includes milling, resurfacing, striping, traffic control, and work zone safety. The project includes, at maximum, the following roads: **(currently anticipated work sequence)**

CR	Local Name	Description	Beg MP	End MP	ADT	Length (Miles)	Municipality
607	Lake Lackawanna Road	SR 206 to CR 605	0	3.76	3500	3.76	Byram
603	Springdale Flat Iron Farm Rd	CR 517 to SR 206	0	4.58	3800	4.58	Green, Andover Twp.
614	Paulinskill Lake Rd	SR 94 to South Shore Dr.	0	1.51	4200	1.51	Fredon
622	Newton - Swartswood Road	CR 521 to CR 519	0	5.33	4400	5.33	Hampton, Fredon, Newton
620	Sparta Hopewell Road	East Mountain Road to Morris Cnty Ln	1.93	5.96	11000	4.03	Sparta
639	Ross's Corner & Loomis Ave	CR 565 to SR 23	0	1.42	9200	1.42	Wantage, Sussex
673	Grumm Rd	CR 661 to Wantage Twp Line	0	0.58	5900	0.58	Hardyston

# 2013 Sussex County Resurfacing Program



**Map Legend**

- Programmed Routes
- Road Designations**
- State Route
- County Route
- Municipal Street



Sussex County  
Division of Engineering  
2013 Resurfacing Program  
Printed: July 31, 2013

0 0.5 1 2 3 4  
Miles

3) **Inspection:**

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

4) **Contractor's Superintendent:**

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

5) **Subcontractors:**

- a) All subcontractors must submit certified payrolls and comply with all reporting requirements.

6) **Correspondence and Communications:**

- a) All communications with the public are to be referred to the Project Engineer or Project Manager to avoid comments from unauthorized or uninformed personnel impacting the public's perception.
- b) Correspondence shall be directed to the Project Engineer for processing by the County unless otherwise noticed. All Project Correspondence shall include a Standard Transmittal Cover Sheet with sequentially numbered identification and Transmittal type (see NJDOT 105.01.01). For example:
  - i) 2013Pave##RFI
  - ii) 2013Pave##SUBMT

7) **Dates and Work Hours:**

- a) Project Start: Within 3 days of Notice to Proceed as per Special Provisions to Section 108.02
- b) Per Special Provision Section 108.10 all work required for Substantial Completion of the Project shall be completed on or before November 6, 2013 unless approved by the County Engineer.
- c) Normal Inspector work hours are from 7:00 am to 3:30 pm, or 8 hours per day with a one-half hour lunch. The Contractor must request and receive approval for extended daily work hours.
- d) No work will be allowed on County holidays or weekends without approval from the County.

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

- a) Traffic Control shall be installed and maintained per the project plans by the Contractor.
  - b) All traffic control devices MUST be in place prior to advancing any active construction within the roadway.
  - c) All required signs shall be staked in the field by the Contractor, locations reviewed by the County for acceptance, and then installed by the Contractor prior to the start of construction.
  - d) VMB placed minimum of one week prior to start of construction.
  - e) Single Lane must be maintained at all times.
  - f) Intersections will require traffic directors to control the flow of traffic out into a work zone.
  - g) Closures are not anticipated for this project.
- 9) **Traffic Control Directors (Flaggers):**
- a) Refer to Special Provision Section 159 for additional information on this subject.
  - b) Flagger: At no time shall the trained individual manning (operating) the STOP/SLOW paddle leave the paddle unmanned. The trained individual shall at all times have positive control of the paddle.**
  - c) Certified Traffic Control officer must be identified prior to construction, provide Rutgers CAIT Traffic Control Coordinator Program completion certificate.
  - d) The Contractor shall provide the County with evidence that all flaggers have received training in safe traffic control practices per MUTCD Section 6E.01
  - e) All traffic control and work zone safety MUST be in place each day prior to commencing work within the roadway or impacting the flow of traffic.
  - f) The Project Engineer is responsible for daily inspection reports for traffic control plan conformance.
  - g) Uniform Police Traffic Control Officers will be required when any flagging operations override the controls of a Traffic Signal, i.e. directing (flagging) vehicles through a red signal.
- 10) **Uniformed Traffic Control Officers:** Uniformed Traffic Control presence on a job site is an enhancement of the TCP.
- a) In General, Police Enhancement Services will be contracted directly through the County with the supporting force.
  - b) Anticipated Police Enhancement:
    - i) Major Intersections
    - ii) High Density Residential Areas
    - iii) High Volume Roads
    - iv) Initially Anticipated Enhancement Locations: TBD
  - c) All enhancements will be coordinated through Sussex County Division of Engineering and Sussex County Sheriff's Office, supporting offices will be arranged through the Sussex County Sherriff's office.
  - d) Contractors requesting Uniformed Traffic Control Officer Enhancement must provide a written request to the Project Engineer a minimum of 72 hours prior to their desired use.
  - e) Requests must include Number of Officers Requested, Type of Activity, Time and place of meeting, duration of use.
  - f) The County of Sussex will review requests with the Sussex County Sherriff's Office.

- g) Requests will be evaluated in accordance with the NJDOT Construction Procedures Handbook for Work Zone Traffic Control.
  - h) Use of Uniformed Traffic Control Officer Enhancement **DOES NOT** relieve the Contractor of their responsibility to provide and maintain traffic control flaggers and work zone safety.
  - i) Contractor shall be responsible for the Daily coordination of Police Enhancement. All cancellations must be completed in accordance with the Police Office Policies. Fees resulting from cancellations not in conformance with the Police Office Policies may be back-charged to the Contractor.
- 11) **Project Meetings:**
- a) Project Meetings will be scheduled each week with the Project Engineer. The meetings will be used to review project progress, payment vouchers, record keeping; next week's anticipated accomplishments, hours to be worked, work zone traffic control, and other related items.
  - b) The Contractor shall provide the status of the project work week, the progress in comparison to the project schedule, as well as the work planned for the following week.
- 12) **Materials:**
- a) The Contractor shall provide (anticipated during this meeting) the Materials Questionnaire SA-11 (two copies) **accompanied by applicable current material certifications.**
  - b) The Contractor must provide Delivery Ticket Source Testing and certifications prior to using the materials on the project.
  - c) The County has an independent Testing Lab that will perform material tests as directed by the Project Engineer.
  - d) Pavement Cores will be collected in accordance with NJDOT Specifications Section 401.03.03 H and 401.03.05.
- 13) **Utilities:** (Contractor is referred to section 105.07)
- a) Contractor responsible for Utility Verification; One Call System (811)
  - b) The County shall be present during all meetings with Utilities.
- 14) **Soil Erosion and Sediment Control:**
- a) Per NJDOT specifications the contract must provide a minimum of one Oil-Only Emergency Spill Kit for each active work area.
  - b) Millings disposal should be in conformance with the "Asphalt Millings Guidance Document" See Attachment A of Contract Special Provisions
- 15) **Health and Safety:** Contractor must comply with all State and Federal regulations concerning construction safety and health standards.
- a) Review of the Contractor's Health and Safety Plan will be completed by the County prior to commencement of construction.
  - b) OSHA Requirements – The Contractor will be responsible for their compliance with applicable OSHA requirements.
- 16) **Request for Information:** All requests for information or clarification shall be directed to the Project Engineer.

**17) Reporting and Record Keeping:**

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

**18) Submittals:**

- a) Submit for approval:
  - i) Material Certifications on SA-11
  - ii) Paving Plan
  - iii) Striping Plan: Note Striping will be tested for conformance with specifications.
  - iv) Pavement Marking Plan

**19) Vouchers, Payments, Extra and/or Supplemental Work:**

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

**20) Items of Particular Interest to this project:**

- a) Traffic Control and Work Zone Safety
- b) Disposal of Millings
- c) Use of adjacent property. Use of adjacent property for any purpose, i.e. equipment storage or staging, shall be undertaken at the full responsibility of the contractor. The Contractor shall be solely responsible for remediation and/or restoration of any impacts to adjacent properties resulting from the Contractors actions. Prior to use of adjacent property the Contractor shall provide the County with a written permission from the subject property owner. Prior to final payment the Contractor shall provide the County with release from each property owner.

**21) Comments and Questions From Others:**

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

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

**E-mailed** (unless otherwise noted):

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

**Contractor:**

Schifano Construction phil.schifano@schifanoconstruction.com

**Municipalities:**

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Hampton administrator@hamptontwp-nj.org  
Hardyston msmith@hardyston.com  
Newton trusso@newtontownhall.com  
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eric.powell@spartanj.org  
Stillwater clerk@stillwatertwp.com  
Sussex Boro sussexadmin@embarqmail.com  
Wantage administrator@wantagetwp-nj.org

**Law Enforcement:**

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Wantage	criker@swregional.org
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Stillwater	daniel.cullen@stillwaterschool.net

**Utilities:**

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Service Electric Cable TV	jenp@secable.com

**Others:**

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NJDOT Local Aid	milan.limbachia@dot.state.nj.us

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