

**MEMORANDUM OF RECORD**  
**N.J.S.A. 27:7-44.9**  
**Code of Federal Regulations (C.F.R.) Title 23 Part 645,**  
**Subpart A for utility facilities, Title 23 Part 140, Subpart I**

**Procedures Governing Estimation of Costs,  
Requirements During Construction  
and Billing the New Jersey Department of  
Transportation for Public Utility Work**

**January 10, 2013**

**TO ALL CONCERNED:**

Effective immediately, this Memorandum supersedes and replaces the Memorandum dated April 1, 2003, entitled "Procedures Governing Estimation of Costs, Requirements During Construction, and Billing the New Jersey Department of Transportation for Public Utility Work".

Public utilities and cable television companies are entitled to reimbursement for the costs and expenses for the relocation and removal of their facilities as provided in N.J.S.A. 27:7-44.9. This Memorandum explains the procedures that the Utility Owners must use to submit billings for reimbursement of costs and expenses on CPM Projects to the New Jersey Department of Transportation (hereinafter called "NJDOT").

NJDOT will provide reimbursement in conformity with the Code of Federal Regulations (C.F.R.) Title 23 Part 645, Subpart A for utility facilities, Title 23 Part 140, Subpart I for railroad facilities at <http://www.gpoaccess.gov/ecfr>. Projects funded in whole or part with federal funding shall also comply with the Buy America requirements as specified in U.S.C. 313 and 23 CFR 635.410. Utility Companies will be denied reimbursement for non-conformance of the Buy America regulations. It is the intent that this document and NJDOT's estimating and billing procedures coincide with the above mentioned Code of Federal Regulations. The Federal Regulations shall apply regardless of Federal participation in the utility facility relocation costs. If the State's procedures are in conflict with the Federal Regulations, the Federal Regulations shall govern and in any instance where State laws or Public Utility Commission regulations or rulings are more restrictive than the aforementioned regulations, State laws or Board of Public Utilities regulations or rulings shall govern.

**A. DEFINITIONS**

**Coordinating Authority** - The NJDOT representative who has signed the Utility Agreement and/or the Utility Agreement Modification for the work. The Coordinating Authority on Capital Program Projects will be the Project Manager.

**Concept Development (CD)** – The process to determine whether the potential project can be advanced through Preliminary Engineering, Final Design and Construction. Funding for CD is provided through Master Agreements Change Orders.

**Contractor** – For the purposes of this document, "Contractor" shall mean any individuals, corporations, etc., that the Utility Owner hires to perform utility relocation design, design review, construction and/or inspection work for relocated utility facilities on NJDOT projects (non-force account work).

Designer – The Department employee or consulting firm engaged in the design of a highway project and noted as being NJDOT’s Project Designer in the initial contact letter.

Force Account Work - When the Utility Owner performs work with its own forces. All force account work should be identified by the Utility Owner.

Preliminary Engineering – All engineering work performed from the execution of the Utility Engineering/Construction Agreement (UECA) to the receipt of the Utility Agreement Modification Construction Authorization (UAMCA). Preliminary Engineering work shall include activities during the design phase of the project including, coordination meetings, preparation and approval of the Utility Agreement Modification Construction Authorization checklist (UODACKL), and preparation of the Utility Owner’s estimates, schedules and drawings.

Utility Agreement Modification, Construction Authorization for Utility Owner (UAMCA) - Companion document to the Utility Engineering/Construction Agreement (UECA) issued by the State which is project specific authorizing the Utility Owner to perform work in conjunction with the State’s construction project. This document may include Utility Agreement Plans, schedules, and funding ceilings.

Utility Agreement Modification, Change Order (UAMPE or UAMCO) - Companion document to the Utility Engineering Construction Agreement (UECA) issued by the State to cover unanticipated work or funding changes necessitated by the project’s design (PE, Preliminary Engineering) and/or construction (CO, Change Order) activities.

Utility Engineering/Construction Agreement (UECA) - Parent document establishing understandings between the State and the Utility Owner for verification, design, protection and/or relocation of utility facilities impacted by the State’s project.

Utility Owner – For the purpose of these Procedures, Utility Owner includes individuals, corporations, etc. as defined as a “Public Utility” in N.J.S.A. 48:2-13, governmental departments or agencies engaged in the operation of utility type facilities, companies which operate oil and gas transmission pipelines, communication facilities and cable television, and railroad companies.

Utility Owner Design Authorization Checklist (UODACKL) - Document authorizing the scheme of rearrangement and/or relocation developed by the State’s designer with the concurrence of the Utility Owner issued by the State to the Utility Owner for plan and estimate preparation, also known as a Utility checklist.

## **B. REQUIREMENTS TO BE MET BEFORE WORK IS STARTED**

All utility facility relocation work costs to be reimbursed by NJDOT shall be authorized by a formal commitment between the Utility Owner and NJDOT. The commitment shall be in the form of a Utility Agreement, Utility Agreement Modification, Change Order, Master Agreement or Task Order.

### **1. Estimates, Schedules and Drawings**

Estimates, schedules and detailed facility relocation drawings for all reimbursable work shall be submitted at an agreed upon date by the Utility Owner after discussions between the Utility Owner and NJDOT’s Designer. Estimates, schedules and drawings prepared by the Utility Owner shall indicate the project and shall clearly identify the scope of work shown in the project’s utility checklist (UODACKL) and construction plans. The estimates for the relocation work shall contain a breakdown of estimated costs based on the Utility Owner’s established accounting procedure as follows:

- a) Labor hours – itemized by item of work and rate
- b) Materials – identified by description, quantity and cost
- c) Equipment – identified by description, rate and cost
- d) Overhead and Administration
- e) Subcontractor(s)
- f) Direct Expenses
- g) Credits for betterments and/or anticipated salvage values

The schedules will detail the amount of notice time and time to perform each segment of work based on the project's construction staging. The drawings shall indicate such existing and proposed roadway features as may be necessary to compare the utility relocation work involved with the proposed highway construction. Upon completion, the Utility Owner shall furnish four copies of the estimates, schedules and accompanying drawings to NJDOT's Designer.

## **2. Billing Method**

All billing must be in accordance with an accounting procedure based on a work order system as described in the Code of Federal Regulations. The procedure shall reflect itemization of actual costs. Any alternative method of accounting proposed by the Utility Owner shall be pre-approved by the NJDOT and the Federal Highway Administration.

## **3. Subcontracted Work**

When the Utility Owner determines that any project specific reimbursable utility design or construction work must be performed by a contractor, the Utility Owner shall submit the basis of the contract and the bid prices received to the Coordinating Authority, and request approval to award the contract. If the Utility seeks approval to award the contract to other than the low bidder, justification for such action must be provided.

When a Utility Owner wishes to use a contractor for reimbursable work under the terms of a "general contract" or "continuing term contract", covering a definite period of time, negotiated for work of a general nature on facilities other than those involving the reimbursable work, the Utility Owner shall furnish NJDOT's Coordinating Authority with a summary of bids received at the time that contract was executed plus a copy of the awarded contract, and request approval to utilize the contractor for design or construction.

When "general contracts" are negotiated on a confidential basis, as a matter of necessity, the Utility Owner shall notify NJDOT's Coordinating Authority of all the contract terms that will apply to the reimbursable work and reasons why the entire contract cannot be submitted. If such contracts are approved by the Department, invoice materials shall bear the following certification when submitted: "The prices shown on bills from the (name of contractor) are in accordance with contract or agreement covering a period from (date to date) and are the same prices that the (name of contractor) would charge for similar work performed at the Utility Owner's expense".

When the Utility Owner requests approval of an award of a contract, the following conditions shall apply:

- a. The request shall document that "Appropriate Solicitation" was made by indicating the means by which it was accomplished.
- b. The request shall state – "that the --- (Utility Owner) is not adequately staffed or equipped to perform the required work with its own forces".

c. The request shall clearly indicate the portion of the utility design and/or relocation work to be performed by the contractor and agree with the work specified in the Agreement. Where necessary to clearly determine location, extent, and conditions of the contract work, the request shall include utility construction drawings.

d. Four copies of all data pertaining to the proposed contract, including four copies of the letter of request and four copies of a summary sheet comparing prices of the unsuccessful bidders with the successful bidder, shall be submitted with the request. It will not be necessary to submit four copies of all the particulars for the unsuccessful bidders.

Where time is important, the Coordinating Authority can notify the Utility Owner of its verbal approval and direct the Utility Owner to proceed on that basis.

**NJDOT will not reimburse for costs of subcontracted work that did not receive NJDOT approval prior to performing the work.**

It is the responsibility of the Utility Owner to familiarize its contractor with pertinent NJDOT standards and specifications to be complied with when performing work.

All contract solicitations shall be in accordance with the Code of Federal Regulations (C.F.R.) Title 49 Part 21. The Utility shall comply with the provisions of State and Federal "Equal Employment Opportunity For Procurement and Service Contracts"; "Equal Employment Opportunity For Construction Contracts" and "Title II of the Americans with Disabilities Act of 1990" and when soliciting work from a consultant or contractor performed under this Agreement shall include these provisions, as well as notifying all contractors or subcontractors that the prevailing wage scale must be paid to all working personnel.

### **C. REQUIREMENTS TO BE MET DURING PRELIMINARY ENGINEERING (PE) PERIOD**

The Utility Owner may invoice for preliminary engineering (PE) costs which includes labor, expenses and overhead incurred from the date contained in the Utility Engineering Construction Agreement (UECA) to the execution date of the Utility Agreement Modification Construction Authorization (UAMCA). Final Billing for Preliminary Engineering will be requested after issuance of the UAMCA. NOTE: All costs incurred after the execution of the UAMCA must be charged to Construction. Engineering or field engineering performed after the UAMCA is to be included on construction invoices.

Supporting documents should be included with the invoice showing the necessary itemization and breakdown for labor, expenses, overhead, etc., (for example: time sheets, certified time reports, receipts, etc.). Also an itemization of what work was performed during the invoice period and the estimated percent complete of the PE work should be included. All utility invoicing should be timely. However, whenever possible, Preliminary Engineering invoices should not be submitted until charges exceed \$2,000.

### **D. REQUIREMENTS TO BE MET DURING THE CONSTRUCTION PERIOD**

#### **1. Daily Time And Material Accounting**

The Utility Owner shall notify NJDOT's Resident Engineer **on a daily basis** of when and where the Utility Owner and/or its contractor will be performing relocation work. The Utility Owner shall also furnish the Resident Engineer with daily time and material slips for use in verifying the "Material Received or Services Performed" on the supporting documents attached to the invoice. These slips shall include date, titles, hours charged and any reimbursable materials and equipment used. All documents submitted for the materials used shall be field verified by the Resident Engineer prior to his/her authorizing payment. Utility Companies will not

be reimbursed for Design and Construction (including Materials and Labor) that fail to comply with the required CFR Title 23 Subpart A, 645.117.

The Buy America requirements take precedence over the following regulations:

- a) Utilities to furnish materials from company stock (as specified in 23 CFR 645.117 (e)). This provision allows the Utility Owner to furnish materials from company stock only in the case where the supplied materials meet the Buy America requirements.
- b) The utility shall not be required to change its existing standards for materials used in permanent changes to its facilities (as specified in 23 CFR 645.117 (e)). This provision applies as long as the Buy America requirements are met.

## **2. Materials Recovered and As-Build Records**

The Utility Owner shall cooperate with the Resident Engineer in every manner regarding the necessary inspection of materials recovered, installed utilities and in the maintenance of "As-Built" records in accordance with New Jersey Accommodation Policy 16:25. The Utility Owner shall notify the Resident Engineer in writing, regarding the time and place where materials will be available for inspection or when meetings are required.

The following procedures shall be followed regarding accounting for recovered utility material:

**a. Aerial Utility Facilities.** The Utility Owner shall determine at the earliest possible date if there will be material in existing aerial facilities that is non-reusable. When that determination is made, the Utility Owner shall immediately notify NJDOT's Resident Engineer and schedule a field inspection meeting to be attended by the Resident Engineer and a representative of the FHWA, if required, to identify the non-reusable utility material for the entire Project prior to its removal.

If subsequent to the meeting, the Utility Owner determines that the amount of non-reusable material will change by 10% or more, the Utility Owner shall immediately notify the Resident Engineer of this change. If this change occurs after the existing utility facilities have been removed, the Utility Owner shall notify the Resident Engineer where this material can be inspected. The material shall remain at the location(s) specified for at least three working days after the Resident Engineer has been notified.

**b. Underground Utility Facilities.** Underground electric and communication cables removed by the Utility Owner are considered non-reusable material. These materials or any other underground material that is removed and considered non-reusable shall be stockpiled at some definite location and the Utility Owner shall notify the Resident Engineer of the location where the materials may be inspected. These materials shall not be removed for at least three working days after the Resident Engineer has been notified.

After inspection of aerial or underground materials removed or to be removed, the Utility Owner will determine if the material has a net sale value. If the material has a net sale value, the Utility Owner shall sell it to the highest bidder and credit NJDOT the net proceeds for this material when billing. If the Resident Engineer or a representative of the FHWA does not exercise the right to inspect the non-reusable material, the Utility Owner is not responsible and can automatically remove the material.

If aerial or underground facilities removed by the Utility Owner are determined reusable, the procedures concerning non-reusable material do not apply. The Utility Owner shall credit NJDOT for recovered material when billing.

## **E. BILLING REQUIREMENTS**

### **1. Form and Documentation**

The Utility Owners shall submit all bills on NJDOT's payment voucher invoice form (form PV(C)) available at <http://njdotintranet.dot.state.nj.us/forms/acctg.shtm> unless an alternate form has been approved by NJDOT. All supporting documents must be attached to the invoice showing the actual costs breakdown for labor, material, equipment, etc. An itemization of what work was performed during the invoice period and an estimated percent complete of the PRELIMINARY ENGINEERING (PE) or CONSTRUCTION work should be included with the invoice. A signed original, preferably signed in blue ink and one complete copy of the invoice package including supporting information shall be submitted for payment.

### **2. Completing the Invoice**

The Utility Owners shall provide the following information on the invoices: The letters below correspond to the location and information shown on the payment voucher invoice form (form PV(C)) .

[B] Indicate the Agreement Date and number, the Modification and/or each Change Order number. If funds were authorized prior to execution of the Utility Agreement, Preliminary Engineering (PE) invoices shall also include the date of the letter authorizing PE funds. Master Agreement Projects shall include the Master Agreement number in this location. All invoices for Agreements executed after July 2010 should have a Contract ID number.

[G] Establish and provide a sequential numbering system for Payee Reference. This number will be used to identify a particular invoice in the system.

[H] Provide a Project description. Include the name, Contract ID Number and UPC Code of the Project as indicated in the Utility Agreement or Utility Agreement Modification, the location, and a description of the work.

Indicate whether the invoice submitted is for **PE** or **CONSTRUCTION**. Construction charges **MUST** be invoiced separately from PE charges except when engineering costs are incurred during Construction.

List the authorized ceiling amounts for the relevant Agreement, Modification and/or each Change Order. Each Agreement, Modification, and Change Order will identify a ceiling amount established for PE or CONSTRUCTION. For example, a PE invoice should reference the Agreement ceilings and any Preliminary Engineering Change Orders executed. On a construction invoice, the Construction Authorization Modification and any construction Change Orders should be identified. Projects covered by Master Agreement Change Orders will only have authorized construction ceiling amounts for the executed Change Order. There are no Agreement ceilings for Master Agreements.

Indicate the total amount billed including this invoice. This amount cannot exceed the total authorized ceiling amount. **Any invoice that is received that exceeds the authorized ceiling will be returned without action.** (See Section F. for requesting changes to the authorized ceiling amount.)

Indicate the total amount previously billed prior to the invoice currently being submitted.

Indicate the amount being billed on the invoice submitted. In addition to the backup information justifying the invoice, attach a summary page showing how the amount was derived based on the billing categories appropriate to the Agreement. The summary (sample attached) shall clearly show how NJDOT's share of the total cost was computed.

Indicate the percentage of work relative to the authorized ceiling amount, completed for the billing period.

Show the percent billed to date relative to the authorized ceiling amount.

Invoices not submitted according to the above requirements will be returned to the Utility Owner for correction and resubmission. A letter will accompany the returned invoice explaining why the invoice cannot be approved.

### 3. Invoice Attachments

Supporting documents should be attached to invoices. These documents are as follows:

a. A summary sheet indicating charges to the project for the billing period including direct labor, overhead, materials, equipment, subcontractors and other direct expenses. **The summary sheet shall also include a brief description of the work performed and an estimated percentage of the work complete.**

b. Time sheets or certified payroll documents indicating names, dates and hours worked and wage rates.

c. Receipts or Itemization of direct expenses not included in overhead (materials, supplies, equipment, transportation, etc.).

d. Invoices from consultants, designers, contractors and/or subcontractors detailing work effort (labor, materials, equipment and overhead). (Note: Please see Subsection B.3. for pre-approval process of non-force account work.)

e. List of credits for betterments and/or salvage applied to invoice.

NOTE: If coding is used to identify items of work, labor, materials or equipment being charged on an invoice, please provide a legend of the codes to enable the reviewer of the invoice to interpret the codes for approval.

Examples of the documentation to be included with the invoice are attached at the end of this document.

### 4. Submittal Instructions

The Utility Owner shall submit PE and Master Agreement invoices to the Utility Management Unit for distribution at the following address:

Utility Management Unit  
New Jersey Department of Transportation  
P.O. Box 600  
1035 Parkway Avenue  
Trenton, NJ 08625

Engineering work that occurs after the Utility Agreement Modification - Construction Authorization (for Agreements that have an Agreement number that begins with UECA) or upon execution of Agreements that have an Agreement number that begins with PUA or RRA) is no longer considered Preliminary Engineering (PE). This work is considered CONSTRUCTION ENGINEERING and must be charged on the CONSTRUCTION invoice.

The Utility Owner shall submit CONSTRUCTION invoices to the appropriate Regional Construction Engineer, unless directed otherwise during design, for approval and processing, as indicated below:

## REGIONAL CONSTRUCTION ENGINEER

Region North Construction  
200 Stierli Court  
Mt. Arlington, NJ 07856-1322

Region Central Construction  
1035 Parkway Avenue  
Trenton, NJ 08625

Region South Construction  
1 Executive Campus  
Route 70 West  
Cherry Hill, NJ 08002-4106

## COUNTIES

Bergen          Essex  
Hudson         Morris  
Passaic         Sussex  
Union  
Warren--(North of Routes 22 & 57)

Hunterdon      Mercer  
Middlesex      Monmouth  
Ocean           Somerset  
Warren--(South of Routes 22 & 57)

Atlantic         Burlington  
Camden         Cape May  
Cumberland    Gloucester  
Salem

### 5. Final Billing

Upon completion of design or cancellation of NJDOT's Project, the Project Manager will notify the Utility Owner by **certified mail return receipt** to submit final invoices within sixty days for costs incurred by the Utility Owner. The final invoice for costs incurred for Preliminary Engineering (PE) shall be submitted to the Utility Management Unit for distribution.

For projects in construction, notification will be sent out by the Project Manager at substantial completion of the project or upon completion of the utility work by **certified mail return receipt**. The Utility Owner shall submit final invoices within 60 days of notification, or as stated in the Utility Agreement. When submitting final invoices, the Utility Owner shall clearly indicate the words "**Final Billing**" on the face of the invoices. The final invoice for costs incurred for relocation work during construction shall be submitted to the Regional Construction Engineer. Upon approval the Regional Construction Engineer will provide the Final Invoice to the Project Manager for processing. The Project Manager will proceed to closeout the Utility Agreements as soon as all Final Invoices are paid.

**Preliminary Engineering or Construction invoices not submitted according to the described requirements in this document or do not contain the necessary supporting data will be returned to the Utility Owner for correction and resubmission.** A letter will accompany the returned invoice explaining why the invoice cannot be approved.

### F. EXTRA OR ADDITIONAL WORK

Following execution of the Utility Agreement and/or Utility Agreement Modification Construction Authorization, any changes from the agreed upon utility work and/or authorized ceiling amount must receive NJDOT's approval in the form of a Utility Agreement Modification Change Order issued by the Coordinating Authority.

For PRELIMINARY ENGINEERING and CONSTRUCTION, the total authorized ceiling amount cannot be exceeded without prior NJDOT approval. The Utility Owner shall monitor the percentage of work remaining to be performed and to be billed.

As soon as the Utility Owner determines that the total cost is expected to exceed the current authorized Preliminary Engineering ceiling, the Utility Owner shall submit a detailed explanation and cost justification of



the overrun to the Coordinating Authority for review. The justification shall include an estimate of additional manpower costs, expenses and overhead needed to complete the preliminary engineering work. If warranted based on the justification, the Coordinating Authority will prepare a Change Order to raise the authorized ceiling and permit additional invoices to be processed.

The following procedures shall be followed in obtaining approval for changes to the agreed upon utility relocation work or estimates during the CONSTRUCTION period:

All changes in utility work and all adjustments to the Utility Agreement Plan in construction must be approved by NJDOT before making the change or exceeding the budget. When a change is identified, the Utility Owner shall request a change through the Resident Engineer and submit a signed DC-150U, Authorization for Utility Field Changes available at: [http://njdotintranet.dot.state.nj.us/forms/forms\\_all.shtm#D](http://njdotintranet.dot.state.nj.us/forms/forms_all.shtm#D) documenting the reasons for the change and providing a detailed cost estimate.

Changes may be the result of field conditions, or a change in design preference. As described below:

### **1. Minor Changes**

Minor changes are defined as changes in details of the relocation work as opposed to changes in the scheme of relocation. Changes in the scheme of relocation are classified as major changes. The addition or subtraction of a few feet of conduit or pipe, as required by field conditions; the resetting of manhole covers and extension of manhole necks; or the alteration in pipe/conduit cover are categorized as minor changes.

Whenever it becomes necessary for the Utility Owner to make minor changes to the agreed upon utility relocation work, the Utility Owner shall notify the Resident Engineer and submit a signed copy of Form DC-150U indicating the changes in the work. The Resident Engineer will review the proposed changes and, if acceptable, will sign Form DC-150U "Authorization for Utility Field Changes". If additional funding is needed for the changes, the Resident Engineer will clear these approvals through the Coordinating Authority, and provide copies of the signed Form DC-150U so that the Coordinating Authority can prepare and execute the Change Order.

### **2. Major Changes**

**a. Design Change Required in Construction** - Whenever it becomes necessary for the Utility Owner to make changes in the agreed scheme of relocation because of existing field conditions or resulting from a NJDOT or Contractor initiated change, the Utility Owner shall provide to the Resident Engineer a detailed written justification to explain why the change is needed attached to a completed Form DC-150U "Authorization for Utility Field Changes". The request shall clearly identify betterments. Attached to the request, the Utility Owner will submit a detailed cost estimate for the proposed change including:

- a) Labor hours – itemized by item of work and rate
- b) Materials – identified by description, quantity and cost
- c) Equipment – identified by description, rate and cost
- d) Overhead and Administration
- e) Subcontractors
- e) Detailed calculations for credits that result from the change (e.g. if the work changed from aerial to underground, the reduction of aerial work that is no longer planned).

All changes in design shall be approved by NJDOT prior to performing the work associated with the change, regardless of whether there is any change in cost. If any design change is strictly for the Utility Owner's convenience and is not a result of any action by NJDOT or its Contractor, the Utility Owner will be

responsible for its own engineering and any additional construction costs as they relate to this reengineering effort.

**b. Utility Owner Re-estimation of Cost - Utility Owners shall monitor expenditures and request additional funding before exceeding authorized funding limits.** In the event that the utility relocation work was underestimated, the Utility Owner shall provide a written explanation of why the original estimate was too low. The explanation shall include a detailed cost breakdown, noting the differences from the original cost estimate. For example, the Utility Owner should indicate any changes in estimated worker hours and/or rates, quantities and/or cost of materials or changes in overhead rates that caused the underestimation. Underestimating the project or item of work should be evaluated by the Utility Owner at invoicing intervals and brought to NJDOT's attention as soon as possible. This will allow the evaluation of the request by the Resident Engineer and the Coordinating Authority and the execution of a change order, if appropriate, before the work is to be completed.

For all major changes, an estimate with cost breakdowns similar to the one provided in the original Utility Owner estimate and summarized in the Utility Agreement Modification Construction Authorization shall be included with the completed DC-150U request.

Where time for making decisions concerning the proposed changes is important, the Coordinating Authority can notify the Utility Owner, through the Resident Engineer, of its approvals verbally and the Utility Owner may proceed with the changes on that basis. The verbal approvals will be followed up by Change Orders issued by the Coordinating Authority.

**Invoices for extra or additional work, including cost overruns, shall not be submitted until Change Orders have been fully executed and provided to the Utility Owner.**

#### **G. GENERAL CONSIDERATIONS**

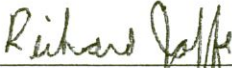
The Utility Management Unit shall be contacted for any information required relative to any utility work necessitated by highway construction not covered herein or for clarification of anything pertaining to planning utility rearrangements, estimates, utility construction and billing.

**MEMORANDUM OF RECORD**  
**N.J.S.A. 27:7-44.9**  
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**Subpart A for utility facilities, Title 23 Part 140, Subpart I**

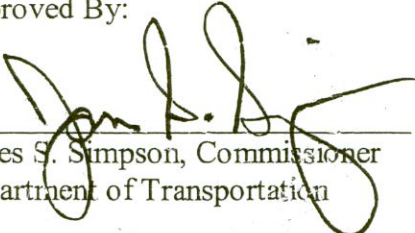
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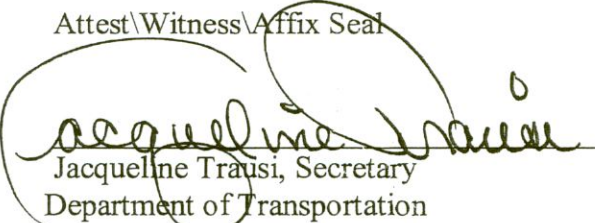
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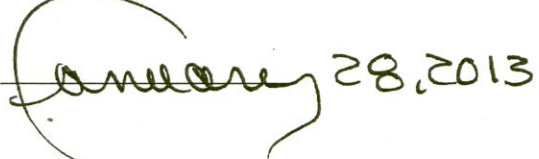
  
\_\_\_\_\_  
Paul Schneider, Manager  
Program Management Office

  
\_\_\_\_\_  
Richard Jaffe, Director *Acting*  
Capital Program Support

  
\_\_\_\_\_  
Richard T. Hammer, Assistant Commissioner  
Capital Program Management

Approved By:  
  
\_\_\_\_\_  
James S. Simpson, Commissioner  
Department of Transportation

Attest \ Witness \ Affix Seal  
  
\_\_\_\_\_  
Jacqueline Trausi, Secretary  
Department of Transportation

Date: 

**Invoice Attachment 1**  
**BILLING SUMMARY**

**Project:** Route 1 Bridge over Culvert, From some Road to Another, Mercer County  
UPC #

**Description of work included in this bill:** Construction of underground and aerial facilities to accommodate State's construction for month of May, 2007.

**Estimated percent complete of work:** 94%

Category	Actual Cost	State's Share	Cost
Labor	\$828.82	100%	\$828.82
Administrative and General (8.02%)	66.47	100%	66.47
Material	6923.52	100%	6,923.52
Equipment	175.83	100%	175.83
Contract Labor	960.00	100%	960.00
Administrative & General (8.02%)	76.99	100%	76.99
<b>TOTAL</b>			<b>\$9,031.63</b>



**Invoice Attachment 3**

**Payroll Certification**

PROJECT ID	WORK ACTIVITY DATE	LOCATION	ACCT CODE	ACCOUNT	DEPT FROM	RESPONSIBILITY CODE	HOURS	AMOUNT
<b>LABOR (Technicians physically doing work)</b>								
3A00167	05/03/07	16167	82 M	60766000	'0027604	D2G601CC0	4.0	\$97.00
3A00167	05/03/07	16167	2 M	60766000	'0027604	D2G601CC0	12.0	\$291.00
<b>TOTAL LABOR HOURS</b>							<b>16.0</b>	<b>\$388.00</b>
<b>ENGINEERING (Engineers and Drafters designing work prints)</b>								
3A00167	05/02/07	16167	82 M	60761050	'0003275	DV760HDD0	2.0	\$97.96
3A00167	05/03/07	16167	2 M	60761050	'0003275	DV760HDD0	2.0	\$97.96
3A00167	05/22/07	16167	1 X	31004110	'0003275	DV760HDD0	1.0	\$48.98
3A00167	05/23/07	16167	2 M	60761050	'0003275	DV760HDD0	3.0	\$146.94
3A00167	05/31/07	16167	1 X	31004110	'0003275	DV760HDD0	1.0	\$48.98
<b>TOTAL ENGINEERING HOURS</b>							<b>9.0</b>	<b>\$440.82</b>
<b>VOUCHERS (Contractor Bills paid in connection of project)</b>								
3A00167	05/08/07	16167	2 X	31004211	'0027604	D2G601CC0		\$30.00
3A00167	05/08/07	16167	2 X	31004211	'0027604	D2G601CC0		\$50.00
3A00167	05/08/07	16167	2 X	31004211	'0027604	D2G601CC0		\$520.00
3A00167	05/22/07	16167	2 M	60543270	'0027604	D2G601CC0		\$18.00
3A00167	05/22/07	16167	2 M	60543270	'0027604	D2G601CC0		\$312.00
3A00167	05/22/07	16167	2 M	60543270	'0027604	D2G601CC0		\$30.00
<b>TOTAL VOUCHER EXPENSES</b>								<b>\$960.00</b>

Payee Declaration:

I certify that the information included in this report is correct in all its particulars, that the described goods or services have been furnished or rendered and that no bonus has been given or received on account of said document.

\_\_\_\_\_  
Jane Smith  
Staff Engineer  
Centralized Engineering Services

**Summary of Account Codes**

Aerial Copper	2C	2X	2M	2R
Aerial Fiber	82C	82X	82M	82R
Underground Copper	5C	5X	5M	5R
Underground Fiber	85C	85X	85M	85R
Buried Copper	45C	45X	45M	45R
Buried Fiber	845C	845X	845M	845R
Conduit Work	4C	4X	4M	4R
Poles and Strands	1C	1X	1M	1R

NOTE: Questions regarding this report can be addressed to Jane Smith on (732) 222-3456.