

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION I

SUBSECTION C

DATE

GENERAL INFORMATION	ORGANIZATION DIVISION OF CONSTRUCTION & MATERIALS	07/02/2013
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## Construction Personnel

All personnel should become familiar with Unit, Region and Project organization charts. This will help the employee to better determine how he/she fits into the overall organization.

The NJDOT's Organization charts are available at the following link:

<https://www.state.nj.us/transportation/about/pdf/Orgchart.pdf>

The Division of Construction Services and Materials is a part of Capital Program Management. It has the five Units and they are Regional Construction, (North, Central, and South), the Bureau of Construction Management and the Bureau of Materials (see below).

### Capital Program Management

Division of Construction Services and Materials

Regional Construction

North

Central

South

Bureau of Construction Management

Bureau of Materials

## Regional Construction

The State is divided into three (3) geographical construction regions. They are North, Central and South and are viewable at the following link:

<http://njdotintranet.dot.state.nj.us/divbur/cpm/conmat/regional.shtm>

Each Region is supervised by a Regional Construction Engineer and has an administrative staff to coordinate construction activities in that Region for both Capital Program Management and a varying amount of Operations contracts. The RE within each Region is assigned to the Project by the Regional Construction Engineer and reports to the Field Manager.

It is through the RE that the state administers a specific construction contract. Each RE is assigned staff to supervise the on-site fulfillment of the Contract by the Contractor. This includes but is not limited construction of all Items and other work required by the Contract.

## **Regional Materials**

Within the Regional Construction office, each region has a Regional Materials office which is managed by the Regional Materials Engineer. Regional Materials has the responsibility for control of the asphalt and concrete plants in their region including approving the plants, approving mix designs, and inspecting the HMA and concrete during production. In addition, Regional Materials has materials field inspection teams that provide for on-site testing of concrete, soils, and aggregate for construction projects. Each field team is responsible for approximately 10 to 15 projects.

## **Bureau of Construction Management**

The Bureau of Construction Management is located in Trenton.

The Bureau of Construction Management provides Department Management with Quality Assurance monitoring reports related to the various phases of a construction project. The reports document how procedures and specified construction practices, established for Construction Contract Administration within Capital Project Management (CPM), are being complied with by Contractors and field staff. The reports document lessons learned and/or recommend improvements or changes as needed in the areas of project safety, quality, budget, constructability, and schedule.

The Bureau of Construction Management also provides standardization throughout Regional Construction by requiring all construction personnel to adhere to the provisions of all the Construction Procedures Handbook and Construction Advisories. The Bureau of Construction Management is also responsible for the review and development of the Construction Procedures Handbook, Construction Advisories and Scheduling Manual.

The Bureau of Construction Management is also responsible for the Advertisement of Capital Program contracts, design schedule review, design estimate review and constructability.

The Bureau of Construction Management also oversees Capital Program Safety and NJSP usage on Capital Program and Operations contracts.

Information regarding the Bureau of Construction Management is available at the following link:

<http://njdotintranet.dot.state.nj.us/divbur/cpm/constr/>

## **Bureau of Materials**

The Bureau of Materials is located in Trenton. There are four (4) Sections within the Bureau of Materials and they are listed and described below.

### Material Testing Section

The Material Testing Section performs quality assurance testing of materials for construction projects.

### Materials Engineering Section

The Materials Engineering Section performs independent assurance sampling, reviews research studies, reviews new materials, and conducts applied research projects.

### Coring Section

The Coring Section attends pre-paving meetings, processes core requests, sends out core results and compiles final core summaries.

### Inspection Section

The Inspection Section performs off site inspections/audits of precast/prestressed concrete, structural steel, reinforcing steel, pipe, and other manufactured materials.

Materials Questionnaires and Materials Certifications are processed in the Bureau of Materials to ensure compliance with the specification requirements. The Bureau of Materials is responsible to ensure that all required sampling, testing, inspection, and certifications of materials are performed and documented in order to comply with the approved Quality Assurance Program.

Information regarding the Bureau of Materials is available at the following link:

<http://njdotintranet.dot.state.nj.us/divbur/cpm/conmat/materials.shtm>