

Projects funded under the New Jersey Environmental Infrastructure Financing Program (NJEIFP) must be reviewed for the Architectural and Engineering (A/E) Services during construction. The scope of work shall include the following tasks:

Bid Phase

- Prepare Bid Package for advertising
- Advertise for Bids
- Prepare and administer pre-bid meeting and site walk-through
- Address any pre-bid phase request for information by bidders
- Issue contract clarifications and/or addenda
- Attend bid opening
- Tabulation & analysis of bid results
- Furnishing recommendations on the award of construction contracts
- Assistance in the preparation of formal contract documents for the award of contracts

Construction Phase

Construction Administration

- Provide general communication with owner and Contractor throughout the duration of construction regarding such issues as progress, submittal status, construction issues and their resolution.
- Provide communication and correspondence with the NJDEP
- Maintain project files as required for periodic inspection by the NJDEP
- Conduct pre-construction meeting, establish agenda, issue notice to proceed
- Review and approve Progress Schedule, Schedule of Submittals, Schedule of Values required to be submitted by the contractor
- Review shop drawings and other submittals as required to evaluate that the proposed materials and equipment conform to the contract documents.
- Establish baselines and benchmarks for locating work
- Review laboratory, shop and mill test reports of materials and equipment
- Prepare monthly progress reports
- Prepare record drawings at the completion of the project

- During the first year of operation, directing the operation of the treatment works, revising the O&M Manual to reflect actual operating problems and experience, advising the owner as to whether the treatment works is meeting the project performance standards, certifying project performance standards after one year of operation of the treatment works and undertake corrective actions, if the applicant fails to achieve compliance with the project performance standards

Construction Inspection/Observation Services

- Provide full time construction inspection/observation services during periods when the contractor is on site to monitor the contractor's progress and compliance with the contract drawings and specifications, including the contractor's environmental protection and restoration measures.
- Conduct a weekly construction meeting with the Contractor and owner to discuss scheduled activities
- Prepare daily inspection reports.
- Review monthly and payment requests including the final payment requests.
- Participate in the review and evaluation of potential change orders, including detailed review of cost proposals.
- Participate in the resolution of issues involving unforeseen field conditions.
- Witness testing and startup of equipment and systems.
- Coordinate vendor training.
- Prepare punchlist of remaining work items.
- Evaluate substantial and final completion and issue certificates of substantial or final completion as appropriate.

Special Note: In general, all Engineering Agreements must include the Scope of Work, Hours/Hours per Task, and Personnel identified as qualified to perform the tasks (by title and rate of pay) for Services during Bidding, Construction, Inspection and Project Performance. The Hours should match the Number of Contracts in the Project and Contract Duration(s).