

New Jersey Turnpike Authority

P.O. Box 5042, Woodbridge, NJ 07095



February 10, 2026

Document Change Announcement

2007 Procedures Manual

OPS Salary Rate Update

DCA2026PM-03

Subject: Revisions to

Section 2 Order for Professional Services Reporting, Subsection 2.2 Invoices

Section 2 Order for Professional Services Reporting, Subsection 2.3 Billings

Section 2 Order for Professional Services Reporting, Subsection 2.4 Request for Supplements

Section 2 Order for Professional Services Reporting, Subsection 2.5 Closeout Process (Final Invoice)

Section 2 Order for Professional Services Reporting, Subsection 2.6 Exhibits

Description of Change:

This DCA eliminates wage rate approvals during an OPS.

Notice to New Jersey Turnpike Authority Staff and Consultants

Effective immediately, submission of Wage Rate Approval rosters for active OPSs will no longer be required. For advertised OPSs awaiting the receipt of proposals, instructions for developing salary rates will be incorporated via addendum. For OPSs that are not yet advertised, instructions for developing salary rates will be included in the solicitation documents. Contact your New Jersey Turnpike Authority Project Manager for instruction.

The revisions may be accessed on the Authority's webpage: <https://www.njta.gov/business-hub/professional-services/document-change-announcements/>

Recommended By:

(signature on original)

Lamis T. Malak, P.E.
Deputy Chief Engineer - Design

(signature on original)

Robert Higham, P.E.
Deputy Chief Engineer - Construction

Approved By:

(signature on original)

Daniel L. Hesslein, P.E.
Chief Engineer

Distribution: Senior Staff Engineering, Law, Operations Depts., All Prequalified Consultant Firms, File

NOTE: All text herein are REVISIONS, as indicated by the tracked changes, to the latest version of the Procedures Manual.

SECTION 2 - ORDER FOR PROFESSIONAL SERVICES REPORTING

2.1. GENERAL

An Order for Professional Services (OPS) is the contract between the Authority and Engineers. OPS issued by the Authority require that invoices be submitted monthly and within 15 Calendar Days after the close of the report period. Invoices must be accompanied by Monthly Progress Reports, or they will not be processed for payment. If the Engineer neglects to submit an invoice for services in any given month, or over a period of months, the firm shall nevertheless be required to submit a Monthly Progress Report as described in this Section. Failure to do so creates a burden on the Authority's staff to properly track costs of services and schedules and it impairs their awareness of any circumstances which may arise that adversely affect both. Consequently, failure to submit Progress Reports each and every month that the assignment is in progress will be considered by the Authority as reflecting poorly on the quality of the Engineer's services and will be a factor in judging the merit of requests for additional compensation. As the nature of each project is different, any requirement identified may be waived at the discretion of the Authority's Project Manager.

2.2. INVOICES

A complete invoice submission includes the following information and documents:

1. A roster identifying staff that provided services during the report period, and the product of their **approved** hourly wage rate and the number of hours charged
2. A list of all direct expenses (expenses for which the Engineer is allowed to be reimbursed are defined under the terms of the OPS, in the Compensation Section)
3. Copies of individual expense accounts
4. Copies of vendor and subcontractor invoices
5. Copies of subconsultant invoices along with the same substantiating documentation as for the Engineer including Monthly Progress Reports
6. SBE Certificate of Participation Form
7. Monthly Invoice Summary, as shown in Exhibit 2-1
8. Monthly Narrative Progress Report, as shown in Exhibit 2-2
9. Monthly Project Staffing Status Report, as shown in Exhibit 2-3
10. Monthly Design Progress Schedule, as shown in Exhibit 2-4
11. Monthly Permit Status Summary, as shown in Exhibit 2-5

2.2.1. Monthly Progress Reports

It will be the responsibility of the Engineer to submit Monthly Progress Reports to the Authority's Project Manager on the first of every month if not included in an Invoice or as directed by the Authority's Project Manager. Exhibit 2-2 shows a sample Monthly Narrative Progress Report. The Progress Reports shall consist of a written text and a Design Progress Schedule in the format outlined below. The written text is to follow the items of work shown on the Design Progress Schedule. Every item shown on the Schedule is to be covered in the text, and the order is to be the same each month. In discussing the items of work, the Engineer is to address the progress made during the past month, problems which have been resolved, new or old problems that require answers, the percentage completed for each item of work and for the overall project, work anticipated for the coming month, whether or not the individual items and overall project is on schedule, and if not, what steps are being taken to rectify the situation, and the status of permits required.

2.2.2. Design Progress Schedule

Within two (2) weeks after the Notice to Proceed, the Engineer shall submit to the Authority's Project Manager for approval, the proposed breakdown of individual tasks to be completed during design. This breakdown shall reflect the different discipline types (e.g. Survey/Base Mapping, Utilities, Right of Way, Permits, Alignment, Drainage, Signing, Lighting, Structures, Toll Plaza, etc.), and the estimated duration for each phase. Exhibit 2-4 shows a sample Design Progress Schedule that is to be modified for project specific needs. The appropriate number of copies of the Design Progress Schedule, as directed the Authority's Project Manager, are to be submitted with each Monthly Progress Report.

2.2.3. Permit Status

Exhibit 2-5 shows a sample Permit Status Summary that is to be modified for project specific needs. The appropriate number of copies of the Permit Status Summary, as directed the Authority's Project Manager, are to be submitted with each Monthly Progress Report.

~~2.3. WAGE RATE APPROVALS~~

~~A roster of staff expected to be employed and charge time to the project is to be submitted to the Authority's Project Manager for approval. The internal list shall indicate name, ASCE grade and current rate. Subsequent submissions are required whenever rates for previously identified individuals are adjusted or new staff is added to the project. The roster shall include a complete listing of personnel working on the project including those previously approved. Invoices will not be processed for payment if the wage rates used to arrive at the invoice direct salary cost do not correspond with the approved wage rate list maintained by the Authority's Finance Department. A sample Wage Rate form is shown in Exhibit 2-6.~~

2.4.2.3. BILLINGS

All billings by the Engineer shall be made to the Authority's Project Manager on Engineer's letterhead in the prescribed Invoice format as shown in Exhibit 2-1. All billings from outside agencies such as utility companies, etc. must be signed and approved by the Engineer before submittal to the Authority's Project Manager.

2.5.2.4. REQUEST FOR SUPPLEMENTS

OPS contain a caveat concerning the performance of services not included in the scope of the project. It is incumbent upon the Engineer to inform the Authority's Project Manager whenever the firm believes it has been required to perform such 'extra' services and to first secure agreement with the Authority for scope and fee before performing these services. Failure to do so burdens the Engineer with the risk of non-payment for performing unauthorized services. Without an agreed upon scope and fee, the Authority has no means of tracking costs against an estimated maximum amount. In effect, without a ceiling to respect, the Engineer cannot expect to receive a 'blank check' with no accountability for the efficiency of their operations or the cost of services.

Justifying additional compensation for underestimating the effort to perform in-scope services is extremely difficult. If the actual percent complete of each task is accurately reported, the completion of the Monthly Project Status Report spreadsheet (Exhibit 2-3) which accompanies each invoice will forecast an overrun. When the total 'Direct Salaries Status' column reflects a negative quantity, then the budgeted direct salaries and perhaps the total authorized fee are expected to overrun. Here again, timely recognition of this condition is important and the key to avoiding overruns, because with early discovery, the Engineer may have the opportunity to adjust and maximize the efficiency of their operations. Generally, overruns in performing in-scope services can be justified only if it can be shown that the situation has evolved as a result of conditions beyond the control of the Engineer, such as but not limited to: third party actions (or non-actions) of regulatory agencies; unexpected community or public involvement which hinders progress; and, the discovery of unanticipated site conditions. In any event, the Engineer cannot reasonably expect the Authority to compensate dollar for dollar for overruns after the fact (i.e., after the authorized fee is spent). As soon as the Project Status Report indicates a significant (>5 percent) overrun in direct salaries or unanticipated direct expenses, the Engineer must negotiate with the Authority and determine a course of corrective action to avoid an overrun, or alternatively, commit to a firm estimate well before the actual authorized fee is exceeded. In general, no supplement will be considered if the only legitimate reason is that the Engineer originally underestimated the effort required to complete a task.

2.6.2.5. CLOSEOUT PROCESS (FINAL INVOICE)

Upon completion of the services identified under the OPS which has been confirmed by the Engineer with the Authority's Project Manager, the last invoice submitted shall be identified as FINAL on both the letter of transmittal and invoice and on the SBE Certificate of Participation form if applicable. The FINAL invoice shall indicate that all work is completed, and no further invoicing of the specified OPS shall be submitted.

2.6. EXHIBITS

Exhibit 2-1 Sample Monthly Invoice Summary

SAMPLE MONTHLY INVOICE SUMMARY

(ON ENGINEER'S LETTERHEAD)

Date:

New Jersey Turnpike Authority
 Engineering Department
 P.O. Box 5042
 Woodbridge, NJ 07095-5042
 Attention: (Authority's Project Manager)
EngineeringOPSinvoices@njta.com

OPS No.
 OPS Title
 Task Number (if applicable)

Invoice Number: (numbered sequentially starting with "1")
 Invoice Period: mm/dd/yyyy to mm/dd/yyyy

Total Percent Billed:
 Percent of Work Complete: (from Monthly Project Status Report)

	Authorized Fee	Total Invoiced Through (invoice date)	Previously Invoiced	Amount Due This Invoice
Direct Salaries	x,xxx,xxx.xx	x,xxx,xxx.xx	x,xxx,xxx.xx	xx,xxx.xx
O & P (1.xx)	x,xxx,xxx.xx	x,xxx,xxx.xx	x,xxx,xxx.xx	xx,xxx.xx
Direct Expenses	<u>x,xxx,xxx.xx</u>	<u>x,xxx,xxx.xx</u>	<u>x,xxx,xxx.xx</u>	<u>xx,xxx.xx</u>
Sub-Total	x,xxx,xxx.xx	x,xxx,xxx.xx	x,xxx,xxx.xx	xx,xxx.xx
Subconsultants				
Sub A	x,xxx,xxx.xx	x,xxx,xxx.xx	x,xxx,xxx.xx	xx,xxx.xx
Sub B	x,xxx,xxx.xx	x,xxx,xxx.xx	x,xxx,xxx.xx	xx,xxx.xx
Sub C	<u>x,xxx,xxx.xx</u>	<u>x,xxx,xxx.xx</u>	<u>x,xxx,xxx.xx</u>	<u>xx,xxx.xx</u>
Sub-Total	x,xxx,xxx.xx	x,xxx,xxx.xx	x,xxx,xxx.xx	xx,xxx.xx
TOTALS	x,xxx,xxx.xx	x,xxx,xxx.xx	x,xxx,xxx.xx	xx,xxx.xx

Very truly yours,
 Project Manager

Exhibit 2-6 Sample Wage Rate Approval

(ON ENGINEER'S LETTERHEAD)

Date:

New Jersey Turnpike Authority
Engineering Department
PO Box 5042
Woodbridge, NJ 07095

Attention: (Authority's Project Manager)

Re: _____ Wage Rate Approval
Order for Professional Services No. _____

Dear _____:

We are submitting, for your approval, the attached rate schedule of _____ employees working on the above referenced project.

Should you have any questions and or comments, please feel free to contact the undersigned.

Very truly yours,

Project Manager

Attachment

