

NJDOT'S PROJECT MANAGEMENT AND REPORTING SYSTEM (PMRS)



Local Aid Award Extension (LAAEX) Process

This process is used to request an award extension in PMRS.





Who:

Local Public Agency (LPA) Project Managers

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What:

An award deadline extension request for extraordinary circumstances, such as bidding problems, permits not approved, utility relocation work, right-of-way not available, or declaration of state of emergency by the Governor of NJ or President of the United States



When:

30 days prior to the 24-month deadline

Need Help?

▣

View a video of this process online: njdotlocalaidrc.com/pmrs-resources

- www.njdotlocalaidrc.com
- **&** 609.649.9395
- Markov DOT-LocalAID.ResourceCenter@dot.nj.gov

LPA Project Manager Step



The LPA Project Manager starts the Award Extension process.

- 1. The LPA Project Manager goes to https://njdotlocalaidrc.com/pmrs/, selects "PMRS Sign In," and enters username and password.
- 2. Go to the "Projects" tab. Click on the name of the project you would like to request the extension for by clicking on the blue hyperlink in the "Project Name" column.

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			Project ID 🔺	DB Number	Project Name						Project Manag	er Assi Mai	stant Projec	ct Project Status	Project Phase	Program Manager
	Edit		1995-LBF-01		LA-1995 LBF Atlantic C	ounty Main Project	t 01				Foroozan Fayaz Azad	-		Active	Construction	Vanaja Komatreddy
	Edit		2010-CA-01- ATP		LA-2010 CA Atlantic Co	unty Main Project	01				Project Manage	r		Active	Construction	Foroozan Fayazi- Azad
	Edit		2011- MA-00487		LA-2011 MA Atlantic H	ghlands Borough '	VK - TEST DOT Ro	ad Improvement	Program Pr	oject 13	Pavan Sheth			Active	Construction	Deval Desai
	Edit		2017- MA-10007		LA-2017 MA Paterson	City Internal -2017	' State Aid Road R	esurfacing Progr	am 16		Richard Loveles	5		Administra	ive Construction	Adam Iervolino
			2018- MA-10012		LA-2018 MA FARMING Street 13	DALE TREASURER	External - Resourc	e Center - TRAIN	IING-Walnut	Street and Water	Arnab Biswas			Training	Construction	Deval Desai
			2019- MA-00089		LA-2019 MA Shrewsbu	y Township Crawfe	ord Street Roadwa	ay Improvements	13		Kumudika Somaratna			Active	Construction	Deval Desai
			2020- MA-00079		LA-2020 MA Shrewsbu	y Township Barker	r Avenue Roadway	/ Improvements	13		Kumudika Somaratna			Active	Construction	Deval Desai
			2021- MA-00226		LA-2021 MA Shrewsbu	y Township Barker	r Avenue Improve	ments Phase 2 1	3		Kumudika Somaratna			Active	Construction	Deval Desai
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	e-E	Builder (Community Proc	duct Ideas Abou	t Help										©1995 - 2022 e-Bu	ilder, Inc. All Rights Reserved.

3. Next under the Project Details menu on the left, select "Processes."

4. Then click on the gray "Start Process button in the upper right.

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Schedule	LAAEX -	Extension Re	equest				LA PM	0	9.22.2022	43		Submitted		Christina Arlt, John Buckley, Leia D2 LA- APM, Veronica Murphy, Rev Par D2 RM
Cost Contacts	LACKO - 1	LA-2011 M/ Project 13 C	A Atlantic Highlands I Construction Kickoff	Borough VK - TEST [OOT Road Improve	ment Program	LPA Construction	0	8.24.2022	72		Submitted		Christina Arit, John Buckley, Luke D2 LPA - PM, Chewy D2 LPA ENG, Veronica Murphy
Calendar Bidding	LAINV - 1	Initial Invoic Improvemen	e LA-2011 MA Atlan nt Program Project 13	tic Highlands Boroug 3	h VK - TEST DOT F	load	APM/PM Review	0	8.24.2022	72		Submitted		Christina Arlt, John Buckley, Leia D2 LA- APM, Veronica Murphy, Rey Rey D2 PM
lo Submittals	LAAEX -	Extension Re	equest				DM Final Review	0	8.24.2022	72		Submitted		Christina Arlt, John Buckley, Yoda D2 PM, Veronica Murphy
	LAAEX - 2	Extension Re	equest				LPA Clerk Signat	ure 0	9.22.2022	43		Submitted		Christina Arlt, John Buckley, R2D2 D2 LPA Clerk, Veronica Murphy
	e-Builder (Community P	roduct Ideas About	Help										Take Action 22 e-Builder, Inc. All Rights Reserv



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Start a process on LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13

Processes	Cancel
Process Name	Description
04.00 - Job Number Approval Process (JNA)	When requesting a project job number, use the 04.00 - Job Number Approval Process.
07.00 - Budget Change Process (BC)	Establish an initial budget as well as manage all of the budget changes.
21.00 - Environmental Document Process (ENVR)	This process is to be used to create, review, and approve the Categorical Exclusion Document (CED), including self certified CED's. This process will likely be enhanced in a future phase to include other types of Environmental Documents. (NJDOT Activity 2510 and Activity 3950).
LA Award Extension (LAAEX)	
LA Change Order (LACO)	Change order process

6. On the next screen, indicate which of the five extraordinary circumstances require you to request an extension for your project, and describe your circumstances in additional detail.

art P	rocess									Print	Chec	c Spelling	Submit	Save	e Draft	Car
	F Project Nu Pr	Project: umber: Process:	LA-2011 N 2011-MA- LA Award	1A Atlantic Highla 00487 Extension	ands	s Bor	rough VK	(- TEST D	OT Road Im	nprovem	ient Pro	gram Proje	ct 13			
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7. Indicate the anticipated schedule for your project, including the date for advertising, awarding, starting construction, and final close out. Use the dropdown menu to indicate the number of months you are requesting an extension for (from 1-6 months).

Anticipated Schedule			
* Project Advertisement:			
* Project Award:			
* Construction Begins:			
* Final Closeout:			
* Extension Time Desired in Months:	Please select an option	~	
		Print Check Spelling	Submit Save Draft Cancel

8. When you are finished filling in the details, click "Submit."

Presiding Officer Step

- The Presiding Officer goes to <u>https://njdotlocalaidrc.com/pmrs/</u>, selects "PMRS Sign In," and enters username and password.
- 2. The Presiding Officer should see the LAAEX process in the "My Processes" section on the "My Home" tab. Click on blue "LAAEX" in the "Instances" column next to the name of the project you are requesting an extension for. It should say "Presiding Officer Signature" under the "Step" column.

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My Home Dashboard	Projects	Forms	Processes	Documents	Calendar	Contacts	Bidding	Cost	Schedule	Reports	Setup				
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Announcements To contact Local Aid Support		Project			Insta	Subject							Step	Date 1	Requested Comment
Please send your inquiries to "DOT- LocalAid.TechSolutions@dot.nj.gov" fo	rall	LA-2011 MA Atl Improvement P	lantic Highlands Bor Program Project 13	ough VK - TEST DOT	Road LAAEX	4 Extension F	Request						Presiding Officer Signature		
Local Aid related projects and issues.		LA-2017 MA Pat Resurfacing Pro	terson City Internal ogram 16	-2017 State Aid Road	LAAE -	1 Resolution	- LA-2017 MA Pa	terson City I	nternal -2017 Sta	ate Aid Road Resu	Irfacing Progra	im 16	Presiding Officer Signs		
For assistance please submit a Support Ticket process via the **PMRS Support	t I	LA-2011 MA Atl Improvement P	lantic Highlands Bor Program Project 13	ough VK - TEST DOT	Road LAAEX	1 Extension F	Request						DM Final Review		
project, or click on the link below. https://app-us3.e-builder.net		LA-2011 MA Atl Improvement P	lantic Highlands Bor Program Project 13	ough VK - TEST DOT	Road LACKO	- 1 LA-2011 M. Constructio	A Atlantic Highlai on Kickoff	nds Borough	VK - TEST DOT F	Road Improvemer	nt Program Pr	ject 13	LPA Construction Information		
/FileView.aspx?FileID=acb76b52-74b9-	435	LA-2010 CA Atla	antic County Main P	roject 01	CARES	1 Resolution	- LA-2010 CA Atl	antic County	Main Project 01				APM Review		
To contact CPM Support		LA-2017 MA Pal Resurfacing Pro	terson City Internal ogram 16	-2017 State Aid Road	LAUSP	- 1 Application -MA-2017-2	- LA-2017 MA Pa 017 State Aid Ro	aterson City ad Resurfac	Internal -2017 St ing Prog-10007	ate Aid Road Resi	urfacing Progr	am 16	SAGE Imported for Review State Asst. PGM		
Please send your inquiries to "dot.pmrs@dot.nj.gov" for all CPM rela	ited	LA-2011 MA Atl Improvement P	lantic Highlands Bor Program Project 13	ough VK - TEST DOT	Road LAINV -	1 Initial Invoi Project 13	ce LA-2011 MA A	tlantic Highl	ands Borough Vi	< - TEST DOT Road	d Improvemer	t Program	APM/PM Review		
projects and issues.		LA-2010 CA Atla	antic County Main P	roject 01	CAACE	- 1 County Aid	- 2010 For Atlan	tic County-A	TP				LPA Submits Application		
To contact e-Builder Support Please call (888) 288-5717 or email		LA-2011 MA Atl Improvement P	lantic Highlands Bor Program Project 13	ough VK - TEST DOT	Road LAAEX	- 3 Extension F	Request						LA PM		
supportee-builder.net.		LA-1995 LBF At	lantic County Main i	Project 01	BAACF	- 1 Bridge - 19	95 For Atlantic O	ounty					LPA PM		
Events Monday, Nov 07, 2022 View calendar	ľ	View: <u>10</u> 25 My Forms	50									9	Showing 1 to 10 of 11 results Pr	evious 1	2 Next

- 3. The Presiding Officer should read the information in the resolution—especially the municipality's name and the name of the presiding officer—to ensure it is accurate and fill in the following information:
 - Resolution # (Not Mandatory)
 - Additional Information (Not Mandatory)
 - Resolution Adoption Date (Not Mandatory)



Reason For Extension

(a) Municipal local aid agreements using both formula allocations and urban aid allocations shall specify that a contract must be awarded by the municipality within 24 months from the date of grant notification. At any time, but at a minimum of 30 days prior to the 24-month deadline, a municipality may voluntarily cancel a municipal local aid agreement and release the funds back to the Department. (b) Failure to award a contract within the 24-month deadline specified in this section without voluntarily canceling the municipal local aid agreement will result in the agreement being canceled and the funds, except those funds programmed for Urban Aid, being rescinded. (c) In the event an award is not made within the 24-month deadline, the Department, at its discretion, may grant an extension of not greater than six months in duration for extraordinary circumstances.

Extraordinary	Bidding problems. The project was advertised and bids received before the 24-month deadline, but because the bids exceeded the
Circumstances (Reason for	estimate, the project will be re-advertised for bid within three months or financing will be arranged to allow award within the next
Extension):	six months
Circumstance Explanation:	The bids exceeded the estimate and the project needed to be re-bid.

Anticipated Schedule

· · · · · · · · · · · · · · · · · · ·	
Project Advertisement:	01.09.2023
Project Award:	03.08.2023
Construction Begins:	04.05.2023
Final Closeout:	06.07.2023
Resolution No:	
Resolution:	Approval to submit an award extension request for LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13 to the New Jersey Department of Transportation.
Authorization to Request Award Extension:	NOW, THEREFORE, BE IT RESOLVED that Council of Atlantic Highlands Borough formally approves the request for a(n) Six (6) month award extension for the above stated project.
Authorization to Submit Award Extension:	BE IT FURTHER RESOLVED that the Loretta Gluckstein and Clerk, or those authorized on their behalf, are to submit a formal request for a(n) Six (6) month award extension for the above referenced project to the New Jersey Department of Transportation.
Authorization to Sign Award Extension:	BE IT FURTHER RESOLVED that Loretta Gluckstein and Clerk are hereby authorized to sign the Six (6) month award extension request on behalf of Atlantic Highlands Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement.
Additional Information:	
Certification:	Certified as a true copy of the Resolution adopted by the Council On this day
Resolution Adoption Date:	
Resolution Signatures	
Presiding Officer Signature:	
Presiding Officer Signed Date:	
	Please select an action

- 4. If the name of the Presiding Officer in the resolution does not match the name of the Presiding Officer who is electronically signing the resolution, select "Revise" from the dropdown menu and click Take Action to send it back to the LPA Project Manager to make revisions. If no revisions are necessary, continue to the next step.
- 5. Once everything looks correct, the Presiding Officer selects "Approved" from the dropdown menu and clicks the Take Action button.

Resolution Signatures							
Presiding Officer Signature:	Please select an action						
Presiding Officer Signed	Approved						
Date:	Revise						
	Please select an action 🗙	Take Action	Check Spelling	Print	Сору	Save	Cancel



Clerk Step

- 1. The Clerk goes to https://njdotlocalaidrc.com/pmrs/, selects "PMRS Sign In," and enters username and password.
- 2. The Clerk will see the process in the "My Processes" section of their "My Home" tab. Click on "LAAEX" next to the name of the project you are requesting an extension for. It should say "LPA Clerk Signature" in the "Step" column.

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My Home Dashboard Project	cts Forms Processes Documents Cal	endar Contacts Bidding Cost Schedule Reports Setup •••	
PMRS	Welcome, Christinal	All projects	✓ Edit My Home
	My Processes		
Announcements	Project	Insta \uparrow_2^+ Subject	Step Date Requested Comment
Please send your inquiries to "DOT-	LA-1995 LBF Atlantic County Main Project 01	BAACF - 1 Bridge - 1995 For Atlantic County	LPA PM
LocalAid.TechSolutions@dot.nj.gov" for all Local Aid related projects and issues.	LA-2010 CA Atlantic County Main Project 01	CAACF - 1 County Aid - 2010 For Atlantic County-ATP	LPA Submits Application
PMPS Support	LA-2010 CA Atlantic County Main Project 01	CARES - 1 Resolution - LA-2010 CA Atlantic County Main Project 01	APM Review
For assistance please submit a Support Ticket process via the **PMRS Support	LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	LAAE - 1 Resolution - LA-2017 MA Paterson City Internal -2017 State Aid Road Resurfacing Program 16	Presiding Officer Signs
project, or click on the link below. https://app-us3.e-builder.net /da2/Documents	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 1 Extension Request	DM Final Review
/FileView.aspx?FileID=acb76b52-74b9-435 d-9af1-455bc1525b3c	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 2 Extension Request	LPA Clerk Signature
To contact CPM Support Please send your inquiries to	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 3 Extension Request	LA PM
"dot.pmrs@dot.nj.gov" for all CPM related projects and issues.	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAAEX - 4 Extension Request	LPA Clerk Signature
To contact e-Builder Support Please call (888) 288-5717 or email	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LACKO - 1 LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13 Construction Kickoff	LPA Construction Information
support@e-builder.net.	LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	LAINV - 1 Initial Invoice LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement Program Project 13	APM/PM Review
Events	View: <u>10</u> 25 50	Shu	owing 1 to 10 of 11 results Previous 1 2 Next
Monday, Nov 07, 2022			

3. The Clerk will review the information. If the Presiding Officer did not fill in the resolution number, any additional information (optional), or the resolution adoption date, the Clerk should fill in these items.

ticipated Schedule			
Project Advertisement:	01.09.2023		
Project Award:	03.08.2023		
Construction Begins:	04.05.2023		
Final Closeout:	06.07.2023		
* Resolution No:			
Resolution:	Approval to submit an award extension requ Program Project 13 to the New Jersey Depa	est for LA-2011 MA Atlantic Highlands Borough VK - TEST DC tment of Transportation.)T Road Improvement
Authorization to Request Award Extension:	NOW, THEREFORE, BE IT RESOLVED that Co month award extension for the above stated	uncil of Atlantic Highlands Borough formally approves the requiproject.	iest for a(n) Six (6)
Authorization to Submit Award Extension:	BE IT FURTHER RESOLVED that the Loretta C for a(n) Six (6) month award extension for th	luckstein and Clerk, or those authorized on their behalf, are to a above referenced project to the New Jersey Department of Tr	submit a formal requ ransportation.
Authorization to Sign Award Extension:	BE IT FURTHER RESOLVED that Loretta Gluck request on behalf of Atlantic Highlands Borc grant agreement.	stein and Clerk are hereby authorized to sign the Six (6) montl ugh and that their signature constitutes acceptance of the terr	h award extension ns and conditions of t
Additional Information:			
Certification:	Certified as a true copy of the Resolution ad-	ppted by the Council On this day	
* Resolution Adoption Date:			
solution Signatures			
Presiding Officer Signature:	Christina Arlt	Clerk Signature:	
residing sinder signature.			



Anticipated Schedule

•									
Project Advertisement:	01.09.2023								
Project Award:	03.08.2023								
Construction Begins:	04.05.2023								
Final Closeout:	06.07.2023								
* Resolution No:									
Resolution:	Approval to submit an award extension request for LA-2011 MA Atlantic Highlands Borough VK - TEST DOT Road Improvement								
	Program Project 1	3 to the New Jersey Department of	Transportation.						
Authorization to Request Award Extension:	NOW, THEREFORE, BE IT RESOLVED that Council of Atlantic Highlands Borough formally approves the request for a(n) Six (6) month award extension for the above stated project.								
Authorization to Submit Award Extension:	BE IT FURTHER RESOLVED that the Loretta Gluckstein and Clerk, or those authorized on their behalf, are to submit a formal request for a(n) Six (6) month award extension for the above referenced project to the New Jersey Department of Transportation.								
Authorization to Sign Award Extension:	BE IT FURTHER RESOLVED that Loretta Gluckstein and Clerk are hereby authorized to sign the Six (6) month award extension request on behalf of Atlantic Highlands Borough and that their signature constitutes acceptance of the terms and conditions of the grant agreement.								
0.000		City Development of the second second						//	
Certification:	Certified as a true copy of the Resolution adopted by the Council On this day								
Resolution Adoption Date:									
esolution Signatures									
Presiding Officer Signature:	Christina Arlt	Please select an action	Clerk Sig	nature:					
Presiding Officer Signed	11.07.2022	Approved	Clerk Signe	d Date:					
Date:		Revise							
		Please select an action 💙	Take Action	Check Spelling	Print	Сору	Save	Can	

5. Once everything is filled in properly, the Clerk selects "Approved" from the dropdown menu and then clicks the Take Action button. The process will now go to the NJDOT Local Aid Project Manager for review.

Resolution Signatures)	
Presiding Officer Signature: Presiding Officer Signed Date:	Christina Arlt 11.07.2022	Please select an action Approved Revise Please select an action V	Clerk Signature: Clerk Signed Date:	
			Take Action Check Sp	pelling Print Copy Save Cancel



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