

**New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE**

QUALITY MANAGEMENT SERVICES

Director: Lynn Rich

Telephone: (609) 530-2505

CAN No. CAN061

**Approved: L. Rich
Date: 04/24/05**

Subject: Revisions to Jurisdiction Agreement Procedures

**Bureau(s) Affected: All Design Consultants
In-House Design/QA Review Units
Division of Design Services
Division of Project Management
Division of Project Planning Development**

Description of Issue(s): Based on recommendations made by the Jurisdictional Unit, the Department has made adjustments to the project delivery process in order to more efficiently secure and deliver timely jurisdictional agreements with the available resources for the capital program.

Corrective Action Plan:

The purpose of this CAN is to provide an overview of the changes that have been made to the process and introduce resources that provide more detailed information on the new process.

See attached materials for further guidance.

Division of Project Planning Development

- Lead engineers involved in the scoping of projects will be responsible for coordinating the Jurisdictional requirements for projects prior to submission to the Division of Project Management, in accordance with the attached activity descriptions.
- Lead Engineers shall provide notification to each affected community that they will be required to assume maintenance responsibilities for State constructed improvements to the network of local roadways as well as Context Sensitive Design elements (bikeways, Multi Use Paths, etc.).

Division of Project Management

- Jurisdictional coordination and processing will be under the direct responsibility of the Program Managers, and in accordance with the attached materials.
- All Project Managers shall ensure that Designers prepare and submit materials as indicated in the attached documentation.

Division of Design Services

- Project Coordinators (In-house design) shall insure that materials and documents are prepared in accordance with the attached documentation.
- The lead engineer in Major Access will assume PM responsibilities as noted in the Procedure.
- Duties solely the responsibility of the Jurisdiction Unit are:
 1. Provide SME advice as requested, and maintain Agreement templates, original files and documents of all Jurisdiction Agreements.
 2. Respond to NJ Department of Treasury/Department of Law to inquiries relating to existing jurisdiction agreements; accident claims, Depositions, Interrogatories etc.
 3. Perform research and reply to in house and outside request for information relating to existing and/or proposed agreements.
 4. Reply to inquiries regarding Excess Parcels.
 5. Provide research and reply to in house and outside request for information relating to TAKEOVERS.
 6. Provide research and reply to in house and outside request for information relating to OPRA request.
 7. Provide research and reply to in house and outside request for information relating to ABANDONMENTS and STREET VACATIONS.
 8. Coordinate newly executed jurisdiction agreements with EDU to provide information into and Electronic Data retrieval system.

Implementation: Immediate for all projects that have not reached PS&E submission, and have not completed Activity 3015.