

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

QUALITY MANAGEMENT SERVICES

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Approved: Brian Strizki

Date: 8/16/02

Subject: Revisions to Subsection 102.06 of the 2001 Standard Specifications

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

Description of Issue(s):

Subsection 102.06 of the 2001 Standard Specifications "**Examination of Contract Documents and Site of Projects**" allows bidders to inspect records such as boring logs or contour maps, etc. prior to submitting a proposal. In order to promote competitive bidding and to avoid potential claims, the **Geotechnical Engineering Design Reports** should also be made available for prospective bidders to review.

Corrective Action Plan:

The attached proposed revisions to Subsection 102.06 of the 2001 Standard Specifications was prepared by the Geotechnical Engineering Unit in coordination with the Bureau of Structural Engineering. In order to implement these proposed provisions on all future projects, the following responsibilities shall be in effect:

Bureau of Quality Management Services

- The Quality Review and Development section shall be responsible for preparing and submitting a Baseline Document Change Request to the Configuration Management Unit with the information contained in the attached proposed revisions.
- The Configuration Management Unit will revise the Standard Input (SI) template so that these provisions will be incorporated into all applicable projects where the Designer's Plans, Specifications, and Estimate (DPS&E) Submission has not yet been made.

Quality Assurance Review Unit/In-house Production Team

- This Unit/Team shall be responsible for incorporating the above-mentioned proposed revisions for all applicable projects prior to the completion of the Master Special Provisions not developed with the revised template.

Division of Project Management

- All Project Managers shall ensure that Designers prepare and submit Geotechnical Engineering Design Reports according to Subsection 11.2.2 of the NJDOT Procedures Manual, and one copy **must** be submitted to the Engineering Documents Unit as required by the proposed revisions.

Bureau of Contract Administration Services

- The Bureau of Contract Administration Services will incorporate the above-mentioned proposed revisions into all applicable projects that were already advertised by addendum (prior to receiving bids).

Until these changes are incorporated into the NJDOT Standard Specifications, this Corrective Action Notice shall be in effect.

Implementation: *In accordance with the above requirements*