

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

CAN No. 067

**CAPITAL PROGRAM SUPPORT**

Director: Lynn Rich

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Approved: Lynn Rich

Date: April 23, 2007

**Subject:** Revised Quality Assurance Preliminary Design and Final Design Submission Distribution lists.

**Unit(s) Affected:**

- In-house Design
- Project Management
- Quality Assurance
- Access Design
- Pavement Design
- Survey Services
- Right-Of-Way (ROW)
- ROW Engineering
- Landscape and Urban Design
- Regional Materials
- Regional Maintenance
- Maintenance Engineering & Support

**Description of Issue(s):** To streamline the level and magnitude of contract document review by Department staff.

**Corrective Action Plan:**

In an initial effort to streamline the level and magnitude of contract document review by Department staff, the Quality Assurance Preliminary Design and Final Design submission distribution lists have been revised to eliminate units currently receiving submissions prior to Preliminary and Final Design. Preliminary Design and Final Design review by the Department staff will not be conducted for any aspect of a project that has a submission prior to Preliminary Design and Final Design, such as the Preliminary ROW Submission or Access Submission. Design submissions will not be double checked by staff to verify that the submissions match up with Preliminary Design and Final Design contract documents. Designers will be held accountable for their Quality Assurance/Quality Control and any deficiencies in the contract documents that result in additional Department cost during Design and Construction.

In conjunction with the above, increased Subject Matter Expert (SME) involvement throughout project development is critical. **Designers are urged to schedule working meetings with any SME to resolve issues and agree to various design elements of the project prior to Preliminary and Final Design submission.** This is particularly important for issues concerning SME units no longer receiving Preliminary and Final Design submissions for review. The SME is encouraged to participate in working sessions that include the Project Management and Designer.

Pending release of new procedures and guidelines for Quality Assurance/Quality Control review by Department staff, Project Managers and Quality Assurance Team Leaders shall limit distribution of contract documents to the SME units of the revised distribution lists of the Quality Assurance Unit. Consequently, the

following units will no longer receive Preliminary and/or Final Design submissions for review and comment:

**Preliminary Design (PD) Submission**

- Access Design
- Survey Services
- Pavement Design
- Right-Of-Way (ROW)
- ROW Engineering
- Landscape Architecture
- Regional Materials
- Regional Maintenance

**Final Design (FD) Submission**

- Access Design
- Survey Services
- Pavement Design
- Right-Of -Way (ROW)
- ROW Engineering
- Landscape Architecture
- Regional Materials (submission of Special Provisions only for projects with Structural Plant Production/Fabrication work and non-standard Material specifications)
- Regional Maintenance
- Maintenance Engineering & Support

**Implementation: Immediate**