

**New Jersey Department of Transportation
QUALITY IMPROVEMENT ADVISORY**

QIA No.: 052

CAPITAL PROGRAM SUPPORT

Director: Walt McGrosky. Telephone: (609) 530-5367

**Approved: Walt McGrosky
Date: February 10, 2012**

Subject: Consistent use of Project Name on all Contract Documents

Process Affected:

Scope Design Right of Way Utilities Environmental Historic Construction

Bureaus Affected:

All Design Consultants, In-house Design Services,
Construction Services & Materials

Procedure(s) Affected:

Nature of Issue(s):

The Deputy Attorney General (DAG) has noticed that an inconsistency in stating the Project Name exists on various contract documents of the same project. This inconsistency may cause a legal problem.

It is necessary that the STIP assigned Project Name be used on all Department Contract Documents and correspondence.

Recommendation(s):

Directions To The Designers

The Designers are hereby directed to utilize the Project name as it appears in the Statewide Transportation Improvement Program (STIP) report on all project- contract documents; such as: Proposal, Special Provisions, Addendums, Department Action slip AD-12, etc.

The Designers may provide supplemental description such as: DP number, UPC number, Federal Project number, work description, township/county location, etc. after the Project name and by labeling such description as "Supplemental Description".

Impact Assessment:

Schedule Quality Cost Scope

Cost Impact:

None

Implementation: Immediate