


New Jersey Department of Transportation QUALITY IMPROVEMENT ADVISORY

CAPITAL PROGRAM SUPPORT

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QIA No.: 064


Approved: Tina Shutz
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Subject: Special Provisions Final Design & Comment Resolution Submissions and Reviews

Process Affected:

☐ Scope ☒ Design ☐ Right of Way ☐ Utilities ☐ Environmental ☐ Historic ☐ Construction

Bureaus Affected: Roadway Design, In-House Design Groups, Design, Project Management, Construction Management

Procedure(s) Affected: Final Design Submission, Comment Resolution Response

Nature of Issue(s):

Currently, there is no standard style format for the submission of Special Provisions for Final Design and Comment Resolution. The Bureau of Construction Management (BCM) is receiving Special Provisions that cannot be reviewed efficiently and accurately. Errors in the Special Provisions cause confusion, Claims, and increased costs during construction.

Recommendation(s):

For Final Design Submission:

- Create Special Provisions using the entirety of the Standard Inputs (SI).
- Enable MS Word's track changes before making revisions, additions, or deletions to the SI to create the Special Provisions.
- All Baseline Document Changes (BDC) should be included in the Special Provisions unless otherwise directed by the SI hidden red text instructions, the BDC Implementation Code, or the Subject Matter Expert (SME).
 - The exclusion of an Item or Activity/Process from the Project is not sufficient reason to exclude a BDC.
 - Contact the appropriate SME as needed and in accordance with the SI hidden red text instructions.
- Convert the Special Provisions to PDF format that can be uploaded to Bluebeam Revu.
 - Ensure tracked changes are visible after the conversion.
 - Ensure hidden red text instructions are shown as necessary.

For Comment Resolution Summary:

- Provide responses and changes to BCM for review comments using MS Word's track changes.
- Allow at least 20 days for a BCM review of the Final Design Submission (Activity 4810).
- Allow at least 10 days for BCM Comment Resolution review (Activity 4830).

Impact Assessment:

☐ Schedule X Quality ☐ Cost ☐ Scope

Cost Impact:

None

Implementation: Immediate