

New Jersey Department of Transportation QUALITY IMPROVEMENT ADVISORY

CAPITAL PROGRAM SUPPORT

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QIA No.: 065


Approved: Tina Shutz
Date: 12/3/2025

Process Affected:

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

Bureaus Affected: Contractors on non-Capital Projects, Design Consultants on non-Capital Projects, and any Division, Bureau, or Unit involved in non-Capital Projects.

Procedure(s) Affected: Electronic submittal of As-Built Plans to NJDOT for non-Capital Projects.

Nature of Issue(s): Currently, non-Capital Project As-Built Plans are submitted physically as mylar plan sheets to the Engineering Documents Unit (EDU). Mylars must be delivered, scanned, named, and uploaded to FALCON DMS and EDU's Plan Index file for archival purposes and to be later retrieved for plan requests received by EDU. This procedure not only generates an excessive amount of costly physical copies of plans with printing and delivery, but it also necessitates a large amount of staff resources to facilitate. In addition, a potential backlog during the scanning phase may lead to requestors not receiving the most up-to-date plans if what they seek has not been scanned into EDU's various systems.

Recommendation(s): All non-Capital Project As-Built Plans will be submitted to EDU through PMRS with the Non-CPM As-Built Plans Submission Process. This improved, modern approach to As-Built Plans submittal will streamline the cataloguing of plans, greatly increase efficiency, lower costs, free up EDU staff resources for more prioritized tasks, and ensure stakeholders seeking plans receive the most accurate and up-to-date documents through electronic means.

- The standard format for As-Built plans is pdf.
- As-Built plans will be signed electronically as Certified by the RE and the Designer of Record and are not required to be signed by a New Jersey Licensed Professional Engineer.

Please see the attached training material for details of the procedure action steps.

NOTE: As-Built Plans for Capital Projects must be submitted through PMRS with the As-Built Plans Submission Process, as per QIA 063R and its accompanying As-Built Plans Submission Process User Guide.

Impact Assessment:

☐ Schedule ☒ Quality ☒ Cost ☐ Scope

Cost Impact:

None

Implementation: Immediate