

New Jersey Department of Transportation QUALITY IMPROVEMENT ADVISORY

CAPITAL PROGRAM SUPPORT

Director: Walt McGrosky.

Telephone: (609) 530-5367

QIA No.: 052

Approved: Walt McGrosky
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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