

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

QUALITY MANAGEMENT SERVICES

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CAN No. CAN006

Approved: Brian Strizki

Date: 6/10/97

Bureau(s) Affected: Contract Administration Services, Project Management, Other CPM Units

Description of Problem(s):

As stated in the NJDOT Procedures Manual, Section 4.4 "Advertisement, Addenda, and Bid Process Procedures", the Bureau of Contract Administration Services (BCAS) is responsible for administering all tasks necessary for the issuance of addenda. This includes resolving bidders' inquiries through the appropriate NJDOT unit, as well as confirming the necessity of an addendum with the Project Manager. Upon determining that an addendum is warranted, BCAS prepares, submits and distributes the addendum to the Federal Aid Coordinator for FHWA approval (if required), and to all prospective bidders and all the Project individuals and/or Bureaus, including the Regional Construction Engineer.

However, the procedure is lacking the necessary instruction for addenda to be submitted and approved by the appropriate units along with the Project Manager prior to distribution, in order to ensure accuracy and conformity with its intent. This can lead to the issuance of addenda which may not be technically correct and may cause a delay in taking bids to make corrections to the contract documents.

Corrective Action Plan:

As a quality improvement to the process outlined in the Procedures Manual, BCAS shall be responsible for ensuring that the specific affected units, along with the Project Manager, review all addenda **prior** to final distribution. As outlined in the Procedures Manual, this will include the following:

- For **Design** related matters, addenda shall be reviewed by the specific unit of the department.
- For **Construction** related matters, addenda shall be reviewed by the appropriate Regional Construction Engineer.
- For **Specification** related matters, addenda shall be reviewed by the Bureau of Technical Specifications (BTS).
- For **Proposal** related matters, addenda shall be reviewed by the Bureau of Program Support Services (BPSS).
- In **all** cases, addenda shall also be reviewed by the appropriate Project Manager.

A Baseline Document Change Request will be prepared by the Bureau of Quality Management Services to incorporate this provision into the Procedures Manual.

Implementation: Immediately



Superseded