

New Jersey Department of Transportation CORRECTIVE ACTION NOTICE

QUALITY MANAGEMENT SERVICES

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CAN No. CAN022R

Approved: B. Strizki

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Bureau(s) Affected: All CPM Units

Description of Problem(s):

The section that governs the requirements of the Jurisdictional Control Unit is under Section 9 (RIGHT OF WAY) of the NJDOT Procedures Manual.

To better facilitate the Jurisdictional process and help the Department and Consultants have a better understanding of this unit's requirements, certain changes as outlined in BDC97PR-010 to the Procedures were submitted and are being processed and reviewed for inclusion.

Since there is no Jurisdictional involvement during the Scoping and Design phases of project development, these activities are not included in the Primavera Project Planner resulting in many projects being completed without Jurisdictional Limit Maps (JLM). In addition, project cost estimates do not always include jurisdictional involvement activities, hence these activities may not be included in the budget at all.

Corrective Action Plan:

In order to facilitate the completion of Jurisdictional Limit Maps and agreements when applicable, these activities are being included in the Scope Development section of the Procedures Manual. The responsibility of each unit in implementing these changes will be as follows:

- **Bureau of Project Scope Development (BPSD)**
Include the Jurisdictional Control Unit in Step 1B- Assemble Scope Team of Section 3.1 of the Procedures Manual.
- **Division of Project Management**
As part of the Final Scope Development phase include the following primary activities and descriptions:
 1. **Investigate Jurisdictional Involvement (proposed activity 1075)**
The Designer must contact the Jurisdictional Control Unit for them to make a determination as to the need for Jurisdictional Limit Maps.
 2. **Initiate Jurisdictional Base Maps and Jurisdictional Agreements (proposed activity 1085)**
This activity represents the efforts necessary to furnish a complete set of JLMs. It is the responsibility of the Designer to produce the needed Jurisdictional Base Maps as detailed in Section 9.3-3 of the Procedures Manual. Areas of jurisdictional concerns, problems and/or issues will be addressed and the Project Manager will be notified of these areas. The Project Manager will notify the Office of Community Relations (when jurisdictional concerns need resolving) to arrange a meeting with all involved agencies to have them "buy into" our jurisdictional proposal. If they are in agreement, the Project Manager should obtain a resolution or some such written acceptance.
 3. **Complete Jurisdictional Limit Maps and Jurisdictional Agreements (proposed activity 2205)**
This activity represents the efforts for the Designer, Department, DAG and JCU to assure correctness in the finalizing of the proposed JLMs and Jurisdictional Agreements.
- **Bureau of Program Support Services (BPSS)**
Ensure that the above mentioned activities are added to the Primavera Project Planner. All cost estimates must include the above three proposed activity numbers which will account for the jurisdictional hours spent on a particular project.

Until the revisions as outlined in BDC97PR-010 are incorporated into the NJDOT Procedures Manual by the Configuration Management Unit, this Corrective Action Notice shall be observed.

Implementation: Effective Immediately

Superseded