

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

QUALITY MANAGEMENT SERVICES

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Approved: B. Strizki

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Bureau(s) Affected: Division of Project Management
All Design Consultants & Sub-Consultants
In-House Design/QA Units

Description of Problem(s):

There are reported instances where major decisions have been made between a project subconsultant and the appropriate NJDOT subject matter expert without involving the prime consultant or the NJDOT Project Manager. As a result, major delays and unnecessary expenses were incurred.

Corrective Action Plan:

In order to ensure that a subconsultant, a prime consultant, and the appropriate NJDOT Project Manager are involved in all major decision making items during the design phases, the following must be observed:

All subconsultants are required to involve their prime consultant and the respective NJDOT Project Manager in all major design decisions. This is to be accomplished by informing the prime consultant of all project related meetings that have been arranged with either NJDOT personnel or outside organizations. The subconsultant shall further take steps to invite the prime consultant and Project Manager to any such meetings. A memorandum of record of the meeting shall be prepared by the subconsultant and distributed to the meeting participants including the prime consultant and Project Manager even if they elect not to attend.

In addition, in-house staff is required to inform the Project Manager when there are going to be project related meetings or conversations with prime consultants or subconsultants that may affect the project budget and/or schedule. Further, in-house staff shall not direct prime consultants or subconsultants to perform work without the Project Manager's consent.

By taking these actions, project schedule delays, cost overruns, and litigation will be minimized.

Implementation: *Effective Immediately*



Superseded