

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

QUALITY MANAGEMENT SERVICES

Manager: Brian Strizki

Telephone: (609) 530-6363

CAN No. CAN039

Approved: B. Strizki

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Subject: Design Consultants to Prepare As-Built Plans

Bureau(s) Affected: ALL CPM UNITS

Description of Issue(s):

Currently as-built information is transferred onto the original plan sheet mylars by in-house forces. The information that is transferred includes all changes made by the construction of the project that affect the accuracy of the plans, including formally issued Change of Plan sheets, and all the as-built quantities as marked on the plans by the Resident Engineer. **However**, there is currently a backlog of as-built drawings for construction projects.

Additionally, the results of several 70-90% completion meetings indicated a number of issues where the use of old information and/or the lack of current information resulted in construction problems.

Corrective Action Plan:

In an effort to reduce the backlog, several construction projects have been identified to be as-built by their design consultant. In addition to this, the Bureau of Contract Administration Services had been advised to revise the language in the standard agreement to reflect the requirement that as-building of plans is to be performed by the design consultant as an item of extra work.

In order to implement this requirement on all consultants' projects, the following responsibilities shall be in effect:

Project Management

For all projects where construction services have not yet been negotiated, the Project Manager shall be responsible for including this work effort in the design consultant's scope of work in accordance with the attached "As-Built Procedure for Design Consultants". For other projects where construction services have already been negotiated, the Project Manager shall make every effort to allow the design consultant to prepare the as-builts if funding is available.

Quality Management Services

Quality Review and Development section – This unit shall be responsible for preparing a Baseline Document Change request to incorporate the attached procedure into the NJDOT Procedures Manual.

Bureau of Construction Engineering

This unit shall be responsible for incorporating the required procedural changes into the Construction Procedures Handbook.

(This effort involves road and bridge construction plans only and will not affect Traffic Signal system as-built procedures).

Until these changes are incorporated into the NJDOT Procedures Manual, this Corrective Action Notice shall be in effect.

Implementation: *Immediately*

Superseded