See below
**Errors & Omissions Cost Recovery Process: GDOT Office of Design Policy and Support**

**DISCOVERY**
- Problem identified, potentially due to consultant design & E&O

**Notes:**
1. This chart outlines the process that will be followed by GDOT with respect to cost recovery following the discovery of potential errors or omissions in plan sets prepared by consultants under contract to the Department. The responsibilities of individual and offices within the Department are further described in MAP 22-6. TOPPS 4020-4 defines the GDOT’s policy with regard to this issue. This procedure focuses specifically on issues that are discovered during the construction phase.
2. Once GDOT has decided to proceed with litigation all settlement discussions shall be handled through OLS in conjunction with the state Attorney General’s office.

**INITIAL ASSESSMENT**
- Construction makes initial assessment of problems

**EARLY NOTIFICATION**
- Consultant prepares immediate actions

**IMMEDIATE ACTION**
- Consultant notifies contractor of problem

**RECOVERY DECISION**
- PM forwards Cost Recovery Notification Letter to consultant

**CPRC REVIEW**
- PM forwards case to CPRC for internal decision

**FINAL GDOT DECISION**
- OPD forwards to consultant to define cost recovery process

**LITIGATION**
- Case is referred to OLS for further action

**COLLECTION**
- Consultant makes direct payment to GDOT

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**Notes:**
- Should include a SME (if req’d) and other interested parties

**Notes:**
- May relate to AR as well as an SA.

**List of Acronyms:**
- AR = Affidavit Request
- CMS = Consultant Management Information System
- CPRC = Consultant Performance Review Committee
- E&O = Errors and Omissions
- FHWA = Federal Highway Administration
- GDOT = Georgia Department of Transportation
- OLS = Office of Legal Services
- OPD = Office of Program Delivery
- PM = Project Manager
- SA = Supplemental Agreement (to construction contract)
- SDPE = State Design Policy Engineer
- SME = Subject Matter Expert

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**Form Word:** 22-6a- Errors and Omissions Cost-Recovery Process Chart
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**Page 2 of 3**
References:
None.

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