Form Word: 22-6b - Notification Letter - Immediate Corrective Action Taken
Section: Consultants/Service Contracts
Office/Department: Office of Design Policy/Support

Reports To: Division of Engineering
Contact: 404-631-1000

See below.
RE: NOTIFICATION LETTER
IMMEDIATE CORRECTIVE ACTION TAKEN
CONTRACT ID NUMBER: 0123456789

Dear Sir:

Project issues were identified on the above referenced contract which required immediate, corrective action by the Department. The following is a brief description of the nature and scope of the project issue(s):

(Brief description of the nature and scope of the project issues and solution implemented)

Upon further evaluation of the issue(s), your company may be contacted to revise the Construction Plans to illustrate the design changes or to clarify construction detail. Compensation for on-site participation, and any other additional engineering services, may be billed as post-design services, unless the project issues are determined to be the result of a plan error or omission. Please track all additional services separately for potential compensation.

Sincerely,

Kimberly W. Nesbitt
State Program Delivery Engineer

BKH

Cc: State Design Policy and Support Engineer
   District Engineer
   FHWA (if FOS project)
References:
None.

History:
annual review: 01/29/21;
copied to GDOT Publications v.02.00.00: 04/04/12
Reviewed: 1/29/2021