



GDOT Publications

Policies & Procedures

Form Word:22-6b - Notification Letter - Immediate Corrective Action Taken

Section:Consultants/Service Contracts

Reports To: Division of Engineering

Office/Department: Office of Design Policy/Support

Contact: 404-631-1000

See [below](#).



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

Month day, YEAR

Project Number, County

P.I. Number

Project Description

Design Consultant Principal

Company Name

Address 1

Address 2

City, State ZIP Code

**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;

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Reviewed: 1/29/2021