



GDOT Publications

Policies & Procedures

Form Word:22-6c - Early Notification Letter

Section:Consultants/Service Contracts

Office/Department: Office of Design Policy/Support

Reports To: Division of Engineering

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: EARLY NOTIFICATION LETTER
POTENTIAL ERRORS AND OMISSIONS COST RECOVERY CLAIM
CONTRACT ID NUMBER: 0123456789**

Dear Sir:

Project issues have been identified on the above referenced contract which requires immediate attention. The Georgia Department of Transportation has opened a potential cost-recovery file on this matter and respectfully requests your assistance to fully evaluate the following issue(s) and determine the appropriate course of action to continue contract administration:

(Brief description of the nature and scope of project design issues)

Issues of this nature impact project costs and construction contract time; please give them your immediate and full consideration. 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. Thank you for your prompt assistance and response by Month day, YEAR.

If additional information is needed, please contact Project Manager at (XXX) XXX-XXXX.

Sincerely,

Kimberly W. Nesbitt
State Program Delivery Engineer

BKH

Cc: State Construction Engineer
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: 12/13/2019

Reviewed: 1/29/2021