See below
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