See below.
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  
DECISION TO PURSUE ERRORS AND OMISSIONS COST RECOVERY  
CONTRACT ID NUMBER: 0123456789

Dear Sir:

Your company was notified by letter on Month day, YEAR, of project issues identified on the above referenced contract. The Department of Transportation has determined the issues were a result of plan errors and omissions and seeks to recover the additional project costs. The following is an assessment of the negotiated costs with the contractor incurred by the Department:

(Itemized Cost Estimate)

A response to this notification is required to continue contract administration activities. Please send the written response by Month day, YEAR, to the Office of Program Delivery, Attention: Project Manager.

Sincerely,

Kimberly W. Nesbitt  
State Program Delivery Engineer

Cc: Director of Construction  
Director of Engineering  
General Counsel  
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: 07/2/12
Reviewed: 1/29/2021