



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: 08/12/25;

copied to GDOT Publications v.02.00.00: 04/04/12

Reviewed: 12/13/2019