

SUBJECT: Design Errors and/or Omissions

FORM NO: OOC021



GENERAL:

To ensure the efficiency of current and future projects, the Maryland Department of Transportation - State Highway Administration (MDOT - SHA) has established procedures for identifying and documenting errors and omissions. For this directive, errors and omissions are defined as deficiencies in the plans or specifications (whether due to a revision, changed condition, or design) that must be corrected in order for the project to be constructed or to function as intended. An error is typically something that is shown incorrectly, conflicting, insufficient, or ambiguous. An omission includes any specific work item or aspect of the work that is missing and should have been included.

PURPOSE:

To provide guidelines for the prompt reporting of errors and omissions, to be used as a tool to track and reduce common errors and omissions, clarify justification for a change order and for initiating the process of recovering appropriate funds from Design Consultant firms, when applicable.

This Directive is intended to make appropriate personnel aware of their obligations. Proper coordination between District Construction, Lead Design Office and Design Consultant is essential to meet all requirements when seeking reimbursement from the Design Consultant.

PROCEDURE:

A. Project Inspection Personnel

Project Inspection Personnel will be responsible for reporting all errors and omissions to the Construction Project Engineer as soon as they are known.

B. Construction Project Engineer (CPE)

Immediately upon notification, the CPE will:

1. Document the error and or omission, including but not limited to: time, date, location/stationing, specification, item number (if available). Additionally, the CPE shall make specific notes regarding any possible safety issues.
2. Direct Inspection Personnel to continue keeping detailed documentation of the work in question, including photographs and a record of labor, materials, and equipment. A separate IDR shall be used, and each error or omission shall be kept in a separate file.
3. Notify the Area Engineer and/or Assistant District Engineer and the Project Manager for the Lead Design Office. The notification shall consist of a detailed email about the potential error or omission and impacts to ongoing contractor operations.

- 4. Follow-up via a telephone call with the Area Engineer and/or Assistant District Engineer and the Project Manager for the Lead Design Office to ensure receipt and all relevant information has been provided.

C. Area Engineer (AE) or Assistant District Engineer (ADE)

Upon notification from the CPE, the AE or ADE will:

- 1. Prepare and submit an Errors and Omissions Report (OOC21) to the Lead Design Office within 1 business day of being notified by the CPE. Complete only the Initial Notification section as applicable. Include a complete description, describing the impacts of the error or omission and any supporting documentation (i.e. Request for Information submitted by the contractor). In the "Current Status/Comments" section, include a description of any immediate action taken to reduce the impact and cost to the project.
- 2. If it is determined by the Design Office that additional work is needed to be added to the contract via a Redline. The ADE and/or AE will initiate discussions with the contractor about the additional contract work.

D. The Lead Design Office

Upon notification from the CPE, the Project Manager for the Lead Design Office will:

- 1. Immediately investigate the error and or omission. Respond as quickly as possible using the issue resolution ladder as necessary to ensure contract delays are eliminated or minimized.

Upon notification from the AE or ADE, the Lead Design Office will:

- 1. Complete the Design Office Response section of the Errors and Omissions Report (OOC21) received from the District Construction Office.
- 2. In all cases, the Lead Design Office will be responsible for coordinating a response to the District within 10 working days and providing a completed OOC21 to District Construction and the Office of Construction.

The OOC21 form should NOT be held for a Change Order and a Change Order should NOT be held for an error and omission decision. These are separate processes to be handled individually and promptly.



 Deputy Director, Field Operations

APPROVED


 For Director, Office of Construction