



Florida Department of Transportation

RICK SCOTT
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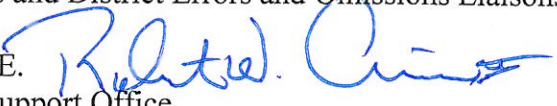
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ANANTH PRASAD, P.E.
SECRETARY

PROJECT MANAGEMENT MEMORANDUM 12-01

DATE: August 10, 2012

TO: District Directors of Production, District Directors of Operations, District Design Engineers, District Consultant Project Management Engineers, District Construction Engineers and District Errors and Omissions Liaisons

FROM: Robert W. Crim, II, P. E. 
Manager, Production Support Office

COPIES: Tom Byron, Duane Brautigam, David Sadler

SUBJECT: Errors, Omissions, and Contractual Breaches by Professional Engineers on Department Contracts (Topic No. 375-020-010)

This memorandum establishes updated tracking requirements for the identification and recovery of costs resulting from errors, omissions and contractual breaches in consultant-prepared construction plans and contract documents, or during the performance of consultant construction engineering and inspection (CEI) services on Department contracts. These requirements will remain in effect until such time as the subject procedure is revised and approved.

BACKGROUND

The current procedure (Topic No. 375-020-010) requires the use of the Resolution Tracking System (RTS) for tracking the resolution of consultant error and omission (E&O) issues. RTS is on a Domino/Lotus Notes platform which is near the end of its useful life, and is being phased out by the Office of Information Systems (OIS). The objective is a complete decommissioning of the existing RTS in the next few months. The District E&O Liaisons have been aware of the planned replacement and the limitations of RTS for over a year.

OIS has worked with Central and District Office staff to develop a new Resolution Tracking Module (RTM) within the Project Suite Enterprise Edition (PSEE) application. RTM was developed as a tool for tracking the resolution of errors and omissions made by design consultants and CEI consultants. RTM can be used in place of RTS to document key coordination dates, premium costs, method of resolution, recovered costs and other information.

PROJECT MANAGEMENT BULLETIN 12-01

August 10, 2012

RTM does not function as a communication or notification tool. An E&O issue is tracked in RTM under the financial management project number associated with the consultant contract for either the design consultant or the CEI consultant.

IMPLEMENTATION

Effective August 10, 2012 RTS will be closed to new issues, and all new E&O issues shall be tracked in RTM. Existing unresolved issues within RTS may continue to be updated in RTS, or converted to RTM. Existing issues currently being tracked elsewhere should also be converted to RTM. The Production Support Office will coordinate with each District to identify and clean up all unresolved issues being tracked in RTS (or any issues tracked elsewhere), and establish a record of existing E&O resolution data.

Production Support Office staff are available to answer questions or provide any direction on the use of RTM. A help file that can guide users on the module can be found within RTM.

CONTACTS

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