



Illinois Department of Transportation

Office of Highways Project Implementation / Bureau of Construction
2300 South Dirksen Parkway / Springfield, Illinois 62764

Subject:
Errors and Omissions
Discovered in Consultant
Developed Plans

CONSTRUCTION MEMORANDUM NO. 84-17

Effective: March 15, 2017

Expires: Indefinitely

This memorandum describes the procedures used when errors or omissions are discovered in plans prepared by Consultants. This memorandum provides the procedures to be followed by the district's Bureau of Project Implementation as well as the Central Bureau of Construction. A brief description of actions to be performed by the district's Bureau of Program Development (PD) and the Bureau of Design and Environment (BDE) is included for reference.

The district's Bureau of Program Development determines the responsibility of the Consultant for a plan error or omission. When a Consultant is found responsible, the Bureau of Design and Environment administers the claim against the Consultant. These procedures are detailed in Chapter 8-4, "Claims," of the Design and Environment Manual. Although Project Implementation staff do not deal directly with administering a claim for a plan error, the following procedures are required so that the district PD staff and the BDE can properly and accurately process a claim.

When plans are prepared by a Consultant, the Consultant should be invited to all appropriate construction meetings. This includes the pre-construction meeting, partnering meetings, progress meetings and other similar meetings where changes to the plans are discussed. (Typically, hours are included in the Consultant's Phase II contract for work during Phase III.)

When a plan error or omission is found, the district's Bureau of Project Implementation first determines if time is critical and then:

1. Where Time is Not Critical, provides written notification, via e-mail or memo, to the Program Development Engineer or the appropriate Department office immediately. The Department's Consultant Manager notifies the Consultant of the error or omission. The Consultant is given an opportunity to be involved in the resolution of the error or omission along with the timetable involved.
2. Where Time is Critical, provides written notification, via e-mail or memo, to the Program Development Engineer or the appropriate Department office of the error and also identifies the steps that were taken to remedy the error. If the Department determines the error is the Consultant's responsibility, the Department's Consultant Manager notifies the Consultant of the error or omission.

The contract change necessitated by the plan error or omission shall be submitted to the Central Bureau of Construction on form BC-22, Authorization of Contract Change, in accordance with Construction Memorandum 4. The BC-22 shall include a copy of the error and omission notification provided by the district's Bureau of Project Implementation to the district's Bureau of Program Development as specified above.

Upon approval of the BC-22, the district's Bureau of Project implementation forwards a copy of the approved BC-22 to the district's Program Development Engineer or appropriate Department office for their disposition. If a claim for additional costs is made against the consultant, it will be processed independently of processing the BC-22. Work associated with the contract change can proceed as allowed in Construction Memorandum 4.

A handwritten signature in black ink that reads "Tim Kell". The signature is written in a cursive, flowing style.

Tim Kell, P.E.
Engineer of Construction