

Guidelines for using the Special Provision for Quality and Compliance

The purpose of these guidelines is to establish the procedure to be used when corrections to project traffic control plans have not been made. Adjustments to the traffic control plan that were not anticipated in the design process may only be considered in this process if the contractor does not perform requested corrections according to the date of correction as agreed to between the contractor and the Engineer.

After the Preconstruction meeting and prior to starting work, the department and contractor (and all necessary sub-contractors) will be required to meet and discuss the traffic control plans for the project. It is important that all parties be aware of the expectations of the traffic control plan and that the plan be executed properly from the installation of the plan until project completion.

Department

Step 1: When first observing a traffic control issue inform the contractor of required corrections in writing, including date and time. The Department will provide the Contractor 4 hours to correct the problem before written notification is issued and the pay adjustment is put in effect.

Exceptions: Traffic Control left in place that should have been removed the day prior will be subject to automatic pay adjustments back to the time when the traffic control should have been removed.

Exceptions: Traffic Control measures requiring immediate correction will be shut down or subject to an immediate application of the special provision subject to the Engineers discretion.

Step 2: Corrections are subject to review and approval by the department. If corrections have not been made to the satisfaction of the department, the department will adjust the contract according to the special provision until acceptable corrections have been made.

Step 3: If the Contractor cannot perform the corrections in the 4 hour window, they must submit a written time table for the correction schedule within one hour of the original notification, which must be approved by the Department. If it is not accepted, the Department will adjust the contract according to the special provision.

Guidelines for using the Special Provision for Quality and Compliance

Step 4: If the Contractor fails to follow the department approved correction schedule, the Department will adjust the contract according to the special provision beginning with the original notice of correction.

Step 5: If the Contractor makes corrections to the traffic control, then resumes work at a later time and the same corrections are required, the Contractor will be notified in writing that the contract will be immediately adjusted in accordance with the special provision.

Contractor

Step 1: The Contractor will be provided written instructions from the Department on what correction to the traffic control to be made. The Contractor will have four hours to make the corrections. If the Contractor cannot perform the corrections within the 4 hour window, the Contractor shall provide the Department with a written time table for corrections to be performed within 1 hour of the written instructions.

Step 2: If the Contractor cannot perform the corrections within the four hour window and has provided the Department with a written time table for corrections, the timetable must be accepted or denied by the Department in writing. If it is not accepted, contract adjustments are to begin at the end of the fourth hour.

If the Contractor makes initial corrections as described by the Department, then disregards the same corrections at a later time in the project, the department will adjust the contract immediately upon notification to the contractor of the deficiency.