


**New Jersey Department of Transportation  
QUALITY IMPROVEMENT ADVISORY**

QIA No.: 063R

**CAPITAL PROGRAM SUPPORT**

**Director: Tina Shutz Telephone: (609) 963-1830**

  
**Approved: Tina Shutz**  
**Date: 11/22/2024**

**Process Affected:**

Scope  Design  Right of Way  Utilities  Environmental  Historic  Construction

**Bureaus Affected:** Contractors on Capital Projects, Design Consultants on Capital Projects, Division of Bridge Engineering and Infrastructure Management, Division of Project Management, Division of Construction and Materials, Division of Highway and Traffic Design.

**Procedure(s) Affected:** Electronic submittal of As-Built Plans to NJDOT.

**Nature of Issue(s):** Currently, As-Built Plans are submitted physically as mylar plan sheets to the Engineering Documents Unit (EDU). Mylars must be delivered, scanned, named, and uploaded to FALCON DMS and EDU's Plan Index file for archival purposes and to be later retrieved for plan requests received by EDU. This procedure not only generates an excessive amount of costly physical copies of plans with printing and delivery, but it also necessitates a large amount of staff resources to facilitate. In addition, a potential backlog during the scanning phase may lead to requestors not receiving the most up-to-date plans if what they seek has not been scanned into EDU's various systems.

**Recommendation(s):** All As-Built plans will be submitted to EDU through PMRS with the As-Built Plans Submission Process. This improved, modern approach to As-Built Plans submittal will streamline the cataloguing of plans, greatly increase efficiency, lower costs, free up EDU staff resources for more prioritized tasks, and ensure stakeholders seeking plans receive the most accurate and up-to-date documents through electronic means.

- The standard format for As-Built plans is pdf.
- As-Built plans will be signed electronically as Certified by the RE and the Designer of Record, as per the updated Capital Project Delivery Process, Activity 5170 – Final Acceptance, and are not required to be signed by a New Jersey Licensed Professional Engineer.
- Capital Project Delivery Process Activity 4290 – Prepare Final Design Submission Package, and Activity 5210 – Conduct Final Audit have been updated to remove the need to produce and submit physical mylar As-Built plans to the Department in lieu of pdf submittal via the PMRS As-Built Plans Submission Process.

Please see the updated Capital Project Delivery Process Activities and attached updated training material for details of the procedure action steps.

QIA No. 063 -Electronic Submittal of As-Built Plans to NJDOT, dated July 23, 2024, is hereby superseded with QIA No. 063R.

**Impact Assessment:**

Schedule  Quality  Cost  Scope

**Cost Impact:**

**None**

**Implementation: Immediate**