

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

GUIDELINES FOR PROJECT NOTIFICATIONS WITHIN DOT

Proper communication with all project team members is critical for the success of any project. Therefore, the first course of action when starting a project is to determine all parties involved or impacted during the course of the geotechnical investigation(s). Your DOT Liaison and key members of the design team are obvious project members that must be kept informed on a continuing basis. However, there are other indirect team members that can be easily overlooked. This section, in conjunction with the Guidelines for Work on Private Property (included in subsequent sections of this manual), has been written to ensure that communication problems are reduced.

Within the Department of Transportation, the District Engineer and the Area Engineer must be contacted prior to the start of any fieldwork. These persons have construction and maintenance responsibilities for the existing roadways. Geotechnical activities, even if you are simply entering/exiting existing roadways along shoulders can adversely impact the District and Area Engineers' day-to-day planned operations. Also, the District and Area Engineers are the first DOT staff to be contacted should traffic problems arise or adjoining property owners have a complaint.

As a minimum, the following information should be conveyed/provided to the District and Area Engineer several days before any fieldwork is scheduled:

- ◆ Summary of planned field activities, including specific location of work, scope of work, anticipated start date and planned duration.
- ◆ Plan(s) for Maintenance of Traffic (M.O.T.) prepared by a GDOT certified M.O.T. Supervisor in accordance with the USDOT MUTCD Manual for both the District and Area Engineers' approval. Sometimes, because of site specific safety concerns (based on the District or Area Engineer's knowledge), additional M.O.T. requirements will be imposed. Examples of site specific requirements may include the use of electronic sign/messages boards or restriction of work between certain hours.
- ◆ Names and telephone numbers for your company's field and office representatives so that the District and Area Engineers can contact you on items that could impact your fieldwork.

Note that the Department may have their own utilities on their right-of-way, so these must be located prior to field work. For the current listing and contact information for District and Area Engineers within the GDOT, go to the link listed for the Department's web site, and then select county from the drop down box:

<http://www.dot.ga.gov/aboutGeorgiadot/districts>.