MS4 Plan Development Process (Post-Letting)

**GDOT Office of Design Policy & Support**

**December 21, 2017**

**Begin Construction**
- Project Letting & Award
  - As a Transition Conference required?
    - Yes
    - No
  - Hold Pre-Construction Conference
    - Required for all projects. Discuss contract documents, work assignments, etc.
    - Review MS4-related items, if applicable, in addition to plans, contract documents, etc.
  - Construction of BMPs begin
    - Complete Section I of the BMP CEI Checklist
      - Can BMP(s) be built within tolerances?
        - Yes
        - No
      - Complete Sections I - V of BMP CEI Checklist
        - Submit RFI
          - Hold Transition Conference
  - Construction of BMPs begins
    - Complete Section V of the BMP CEI Checklist
      - Verify Contractor has maintained the BMP(s)
      - Refer to Special Provision 156 and GIS Inventory Scheme and Implementation Plan is responsible for uploading data through the ProjectWide Deliverables Management System.
      - Per the GDOT OBM Manual includes route inspections. Document results and recommended corrective actions in GAMS.

**Construction**
- OOPS review of revision
  - OOPS will let contractor know if ODPS review of treatment and/or documentation.
  - Contractor must submit change to the design of the BMP form what is in the plans to ODPS PM and AM or state why it cannot be built according to the plans and request direction forward. Provide any supporting documentation.
  - A change order may be required depending on the extent of the revisions.
  - BMP revisions must be approved by ODPS. An "approve" or "reject" or "direction forward" or request for additional information" response will be provided. ODPS will communicate changes to ODPS if a BMP footprint is altered or eliminated.

**End Construction**
- Submit as-built documentation per Section 109
  - Complete as-built data on plans sheets
  - Submitter will let contractor know if ODPS review of treatment and/or documentation.
  - Complete Sections as indicated on checklist. Furnishes inspector, all measurements and survey data to complete checklist.
  - Complete sections as indicated on checklist. Verifies materials are onsite and meets all specifications on the approved plans. Verifies BMP is being built per the approved plans.

**Maintenance**
- Submit as-built data on plans sheets
  - Complete as-built data on plans sheets
  - OOPS review of revision
    - OOPS will let contractor know if ODPS review of treatment and/or documentation.
  - Contractor must submit change to the design of the BMP form what is in the plans to ODPS PM and AM or state why it cannot be built according to the plans and request direction forward. Provide any supporting documentation.
  - A change order may be required depending on the extent of the revisions.
  - BMP revisions must be approved by ODPS. An "approve" or "reject" or "direction forward" or request for additional information" response will be provided. ODPS will communicate changes to ODPS if a BMP footprint is altered or eliminated.

**Acceptance**
- OOPS review of revision
  - OOPS will let contractor know if ODPS review of treatment and/or documentation.
  - Contractor must submit change to the design of the BMP form what is in the plans to ODPS PM and AM or state why it cannot be built according to the plans and request direction forward. Provide any supporting documentation.
  - A change order may be required depending on the extent of the revisions.
  - BMP revisions must be approved by ODPS. An "approve" or "reject" or "direction forward" or request for additional information" response will be provided. ODPS will communicate changes to ODPS if a BMP footprint is altered or eliminated.

**List of Acronyms**
- AAMC = Assistant Area Manager – Construction
- AAMM = Assistant Area Manager – Maintenance
- AM = Area Manager
- BMP = Best Management Practice / Structural device used to treat or store stormwater runoff
- CEI = Construction Engineering Inspection
- DCE = District Construction Engineer
- DCM = Design, Construction, & Maintenance Committee
- DAE = District Area Engineer
- ECE = Environmental Compliance Engineer
- EPD = Environmental Protection Division
- GAMS = Georgia Asset Management System
- GPS = Global Positioning System
- IEM = Inspection and Maintenance
- MS = Municipal Separate Storm Sewer System
- ODS = Office of Design Policy and Support
- OEnvs = Office of Environmental Seniors
- OES = Office of Engineering Services
- OPO = Office of Program Delivery
- PCE = Post Construction Evaluation
- PCSR = OMS Post-Construction Stormwater Report
- PDP = Plan Development Process
- PCE = Professional Engineer
- PM = Project Manager

**Responsibility of DME**
- Does the project need a CB meeting?
  - Yes
  - No
- DCE/AM Handoff to GDOT Maintenance
  - Includes BMPs.
  - Final Acceptance
    - Responsibility of ODPS/DCE/AM. This would be full project acceptance or partial maintenance acceptance of BMP.