

CONCEPT REPORT REVIEW RATING SHEET

DATE: *Date*

PI No.:		Project Description:		Rating Prepared By:	<i>Reviewer's Name</i>
County:		Report Type:	<i>Concept, Limited Scope, or Revised Concept</i>	DOT Design Office:	<i>(name or N/A)</i>
Sponsored by:	<i>Local or GDOT</i>			Consultant Firm:	<i>(name or N/A)</i>
Baseline PM Submittal Date:	<i>Date</i>	Date Report Received:	<i>Date</i>	Design Phase Leader:	<i>(name)</i>
Baseline Concept Approval Date:	<i>Date</i>	Date Management Approved:	<i>Date</i>	GDOT Project Mgr:	<i>(name)</i>
Project Information:	AASHTO Project Type	Functional Classification	Context Class	Project Detail	<i>Choose (Bridge Replacement, Intersection Improvement, etc.)</i>
	<i>Project Type</i>	<i>Functional Classification</i>	<i>Context Class</i>		
FOCUS AREA	RATING	RESULTS			
Area A Submission (Weight = 20%)	<i>Rating</i>	<ul style="list-style-type: none"> ? - Submitted by Baseline Schedule ? - Current concept report template obtained from R.O.A.D.S. ? - Signatures included 	<ul style="list-style-type: none"> ? - Pages are clear, legible and correct size format ? - Cost estimates are included: CES, ROW, Utilities, Mitigation, Etc. ? - Concept Utility Report included 	<ul style="list-style-type: none"> ? - CTM held with sufficient participation ? - Attachments included, complete, and attached in order listed. 	
Area B Office Head Review (Weight = 50%)	<i>Rating</i>	<ul style="list-style-type: none"> ? - Scope consistent with justification ? - Meets GDOT Design Policy ? - Info correct, consistent throughout ? - Agreement on environmental ? - Coordination with locals and district 	<ul style="list-style-type: none"> ? - Agreement on preferred alternative ? - Rationale includes B/C ratio and sufficient info ? - Clearly explains & documents decisions ? - Layout shows footprint, termini, environmental impacts, ROW/property impacts 	<ul style="list-style-type: none"> ? - Cost estimates accurate ? - Off-site detour – District Concurrs ? - On-Site detour - Layout included ? - CTM notes discussion & action items addressed within report 	
Area C Report Correction (Weight - 20%)	<i>Rating</i>	<ul style="list-style-type: none"> ? - Responses address OH review comments ? - Corrected report returned within allotted time 	<ul style="list-style-type: none"> ? - Corrected report is ready for management approval without additional updates and resubmission 		
Area D Management Approval (Weight = 10%)	<i>Rating</i>	<ul style="list-style-type: none"> ? - Concurrence by Director of Engineering without comment ? - Approved by Chief Engineer without comment 	<ul style="list-style-type: none"> ? - Approved according to baseline schedule 		
Composite Rating	Numeric	Rate each of the above focus areas as either 1 (poor), 3 (adequate), or 5 (excellent). Numerical Composite rating = [0.2(Area A rating) + 0.5(Area B rating) + 0.2(Area C Rating) + 0.1(Area D rating)]			
	Rating	Notes:			
	<i>Score</i> ¹				

¹Composite numeric calculated rating (rounded to nearest whole number); Overall Rating takes into consideration entire process: 1 (poor); 2 (marginal); 3 (adequate); 4 (good); 5 (excellent)