



NOTES:

- All **Concept Reports, Revised Concept Reports, L&D Reports, and Detour Reports** are reviewed by the State Conceptual Design Group Manager for format, conformance with design policy, and for completeness. After appropriate correction, these reports are submitted to GDOT Office Heads for recommendation, then to the Director of Engineering for concurrence, and finally to the Chief Engineer for approval. Comments from Office Heads will be sent to the Project Manager and must be addressed prior to submission to the Director of Engineering.
- All **Design Exceptions and Variances** are reviewed and processed by the State Design Policy Engineer, for concurrence by the Director of Engineering and approval by the Chief Engineer. For PoDI projects only, design exceptions are then forwarded to FHWA for final approval.
- The consultant's **Project GPS/Control Package** is submitted to the State Location Bureau Chief for compliance check with the Department's tolerance and quality standards prior to advancing to **Property & Field Survey Database** collection. The State Location Bureau Chief will notify the GDOT PM by letter (email) if the consultant GPS/Control Package does not meet the Department's standards. A recommended course of action will be included in the letter (e-mail). Details of what is required from the consultant and how it is checked by GDOT are published in the GDOT Survey Manual (Pages 6-1 to 6-12), located on the GDOT R.O.A.D.S webpage.
- The consultant's **Property & Field Survey Database** is submitted to the State Location Bureau Chief for compliance check with the Department's tolerance and quality standards. The State Location Bureau Chief will coordinate with the Engineering Software Standards & Compliance Group for QA checks to include: InRoads Survey Data Processing, InRoads Photogrammetry, and CADD deliverables (Topo.dgn, Prop.dgn, UTLE.dgn). The State Location Bureau Chief will notify the GDOT PM letter (email) if the consultant's survey database does not meet the Department's standards. A recommended course of action will be included in the letter (e-mail). If errors are found, resubmissions shall be submitted to the State Location Bureau Chief and shall include all initial submission deliverables and a response to all comments from the previous review. Details of what is required from the consultant and how it is checked by GDOT are published in the GDOT Survey Manual (Pages 7-1 to 7-6) and on the GDOT R.O.A.D.S webpage within the following documents: GDOT InRoads Survey Data Processing QA Checklist, GDOT Photogrammetry QA Checklist, GDOT EDG.
- Hydraulic Studies** for bridge culverts and culverts which cross a FEMA regulated 100-year floodplain are submitted to the State Design Policy Engineer for review and concurrence.
- Submit an email to EDGQACheck@dot.ga.gov with a ProjectWise link to the consultant's project **MicroStation drawing files (.DGN) and plot files (pdf)** for QA check on compliance with the Department's EDG. This is submitted as part of the submittal package for PFPR. The Engineering Software Standards & Compliance Group will provide comments to the Office of Engineering Services to be included in the PFPR report, discussed at field plan review, and addressed by the consultant.

- Photometrics and Final Lighting Plans** (if applicable) are submitted to the State Design Policy Engineer for review and concurrence, in a two step process. Photometrics should be submitted soon after PFPR and approved prior to the second submission for utility plans. Draft final lighting plans should be submitted such that final lighting plans (GDOT concurrence received) can be provided to the PM one week before the scheduled date for requesting the FFPR.
- A request package for use of a **Patented or Proprietary Product** on a federal-aid project is prepared by the lead contracting agency (GDOT or Local Government) and submitted for approval under cover-letter by the GDOT PM to ODPS. ODPS will conduct a QA review of the request. If the project is on the National Highway System, the request will be forwarded to the Georgia Division of FHWA for approval, otherwise the ODPS will approve.
- PCSR:** In areas designated as an MS4 by EPD, submit a PCSR along with a half-size set of PFPR plans and an MS4 Soils Report (if required). These are submitted as part of the submittal package for PFPR. The GDOT Water Resources Group will provide comments to the Office of Engineering Services to be included in the PFPR report, discussed at field plan review, and addressed by the consultant. **Post-construction BMP Construction Details:** In areas designated as an MS4 by EPD – or a post-construction BMP is otherwise proposed, submit a half-size set of PFPR plans, an MS4 Soils Report (if applicable), and an accepted PCSR (include any PCSR Addendums). These are submitted as part of the submittal package for FFPR. The GDOT Water Resources Group will provide comments to the Office of Engineering Services to be included in the FFPR report, discussed at field plan review, and addressed by the consultant.
- During construction, **Shop Drawings** for Lighting structures, luminaires, and electrical diagrams; and for non-standard pre-cast concrete roadway components such as drainage structures, are submitted to the State Design Policy Engineer for review and concurrence prior to incorporating into construction. For lighting luminaires and electrical diagrams, the PM shall ensure that the consultant who designed the lighting system is under contract for electrical related shop drawing review. If the fixture(s) selected by the contractor does not match the fixture(s) specified on final lighting plans, then a photometric layout for the contractor selected fixture(s) must be submitted. If no fixtures are specified, then a photometric layout must be submitted.
- At construction completion, submit an email to EDMDocs@dot.ga.gov with a ProjectWise link to the consultant's **final project files**. Final project files should contain all conceptual layouts, public hearing layouts, final plan CADD files and UOC plan revisions made during construction, As-Built Plans, and all plot files used to create the plan sheets. If it is determined that the consultants files are satisfactory, then the files will be placed on the Department's server for permanent record management.

List of Acronyms:

BMP = Best Management Practice	FEMA = Federal Emergency Management Agency	GPS = Global Positioning System	ODPS = Office of Design Policy and Support	PFPR = Preliminary Field Plan Review	UOC = Use-On-Construction
CADD = Computer-Aided Drafting and Design	FFPR = Final Field Plan Review	L&D = Location and Design	PCSR = Post-Construction Stormwater Report	PM = GDOT Project Manager	
CD = Compact Disk	FHWA = Federal Highway Administration	MS4 = Municipal Separate Storm Sewer System	PDP = Plan Development Process	PoDI = Project of Division Interest	
EDG = Electronic Data Guidelines				QA = Quality Assurance	

**This chart shows where in the plan development process the Office of Design Policy and Support will conduct QA checks on project deliverables. These are areas of responsibility for which Office of Design Policy and Support represents GDOT as Subject Matter Expert.*