NOTES:
1. All Concept Reports, Revised Concept Reports, L&D Reports, and Detour Reports are reviewed by the State Conceptual Design Manager Group 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.

2. 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.

3. 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 Preliminary Design.

4. The consultant’s Preliminary Design Package is submitted to the State Location Bureau Chief for compliance check with the Department’s tolerance and quality standards prior to advancing to Consultant Only.

5. All Final Design Packages are reviewed by the State Conceptual Design Manager Group 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.

6. QA Checks on Project Deliverables are performed by the GDOT Office of Design Policy and Support to verify that the deliverables meet the requirements established by the Department.

7. 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 shortly after PPFR 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 PPFR.

8. 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 review, otherwise the ODPS will approve.

9. PSRR: In areas designated as an MS4 by EPD, submit a PSRR along with a half-size set of PPFR plans and an MS4 Soils Report (if required). These are submitted as part of the submittal package for PPFR. The GDOT Water Resources Group will provide comments to the Office of Engineering Services to be included in the PPFR report, discussed at field plan review, and addressed by the consultant.

10. During construction, Shop Drawings for Lighting structures, luminaries, and electrical diagrams; for non-standard pre-concast 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 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.

11. 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 CADL and UOC CADL plans and revisions made during construction, As-Built Plans, and all plot files used to create the plan sheets. If it is determined that the consultant’s files are satisfactory, then the files will be placed on the Department’s server for permanent record management.

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.