

**DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

INTERDEPARTMENT CORRESPONDENCE

FROM: Margaret B. Pirkle, P.E., Chief Engineer

Date: February 16, 2018

TO: Chief Engineer Divisions/Districts/Consultant Relations Committee

SUBJECT: Avoidance & Minimization Measures Meeting (A3M)

In an effort to standardize and streamline existing requirements to avoid and minimize impacts to environmentally sensitive areas (ESA) and to assist in timely project delivery, individual and separate discussions regarding avoidance and minimization shall be replaced with an "Avoidance & Minimization Measures Meeting" (A3M). The Project Manager shall schedule the meeting according to the baseline schedule. The A3M shall be held prior to submission of preliminary plans to OES, early in the preliminary roadway plans phase once the resource identification activity is complete.

The A3M (P6 Activity #20937) shall be attended by the Project Designer of Record (for both Roadway and Bridge as applicable), Project Manager, and all Environmental Specialists who have identified ESAs in the project area.

- Each Environmental Specialist shall provide information on the ESAs and the type of potential impacts that would result in agency consultation.
- The Designer shall consider avoidance and minimization measures and the feasible design efforts to avoid or minimize impacts. If avoidance or minimization is not feasible, the Designer shall discuss the justification for unavoidable impacts and the project team shall discuss mitigation options.
- The Project Manager is the P6 Activity owner and is responsible for tracking the activity.

The A3M P6 Activity has been added to all new project schedules. For projects that do not have this P6 Activity in the schedule, it is recommended that the A3M be scheduled if the "Resource Identification Complete" P6 Activity is not yet complete. For all other projects, it is recommended that avoidance and minimization discussions between design and environmental team members include representatives of each specialty that has identified ESAs in the project area.

The attached Design & Environmental PDP Overview flow chart illustrates where the A3M falls within the Plan Development Process. For any additional information, please contact Meg Hedeem, Assistant State Environmental Administrator or Sam Woods, P.E., Assistant State Roadway Design Engineer.

Enclosures:

- Design & Environmental PDP Overview

ENVIRONMENTAL

RECEIVE ENV STUDY AREA LAYOUT

Activity #11412
STATE FUNDED: CR Survey Rpt → GDOT review

ENV RESOURCE ID COMPLETE

Activity #11499 - Resource Delineations to Design (Copy OES, if consultant) or Notify Design of 'no resources in survey area'

PUBLIC INFORMATION OPEN HOUSE

Activity #09300 (as needed)

AVOIDANCE & MIN. MEASURES MEETING

Activity #20937 (A3M) - Held if ENV Resources present in project area.

RECEIVE PRELIMINARY PLANS

Activity #13417

RECEIVE CONSULTANT TECH STUDIES

Activity #13467-13497

ENV TECHNICAL STUDIES COMPLETE

Activity #13499 - Consultation Complete
FEDERAL AID → FHWA; STATE FUNDED → USACE

NEPA DOC SUMMARY

Activity #14311 - FEDERAL AID, only
To be completed prior to Env Cert for ROW

RECEIVE REVISED PLANS & CHANGE FORM

Activity #18112

ENV CERTIFICATION FOR ROW

Activity #70300 - FEDERAL AID, only

RECEIVE LOCKDOWN PLANS

Activity #88222 - Changes requiring agency consultation must be addressed prior to lockdown.

PERMIT/BUFFER VARIANCE APPLICATION

Activity #88233/88253

ENV CERTIFICATION FOR LET

Activity #95200

DESIGN

SUBMIT ENV STUDY AREA LAYOUT (1)*

Activity #19322 (IN-HOUSE)
Prepare Layout for Activity #11412 (CONSULTANT)

RECEIVE ENV RESOURCE BOUNDARIES

Activity #19349 (IN-HOUSE), #02439 (CONSULTANT)

CONCEPT REPORT LAYOUT (2)*

Activity #03000

PUBLIC INFORMATION OPEN HOUSE LAYOUT (3)*

Activity #09300 (as needed)

DEV PRELIM. CROSS SECTION PLANS

Activity #21352 (IN-HOUSE)

AVOIDANCE & MIN. MEASURES MEETING

Activity #20937 (A3M)- Held if ENV Resources present in project area.

QA OF PRELIMINARY GEOMETRY

Activity #21362 (IN-HOUSE)

SUBMIT PRELIM PLANS TO GDOT OFFICES (4)*

Activity #21397 (IN-HOUSE), #23697 (CONSULTANT)

PROJECT CHANGES ADDRESSED

Project changes from Preliminary Plans that effect ESAs need to be coordinated with OES.

PFPR REQUEST (5)*

Activity #40100 - PFPR to be held after Env Tech Studies complete or AT RISK.

PFPR INSPECTION

Activity #40200

CORRECTED PFPR PLANS (6)*

Activity #41313 (IN-HOUSE)
Prepare Plans for Activity #18112 (CONSULTANT)

ROW PLANS SUMMARY & APPROVAL (7)*

Activity #50400 - STATE FUNDED: ROW can proceed prior to completion of Env Tech Studies AT RISK.

LOCKDOWN PLAN SUBMITTAL (8)*

Activity #81397 - Changes requiring agency consultation must be addressed prior to lockdown.

FFPR PLANS (9)*

Activity #90100

CORRECTED FFPR PLANS (10)*

Activity #90500

FINAL PLANS (11)*

Activity #95100

BID SET - LETTING (12)*

Activity #95600

CONCEPT

PRELIMINARY DESIGN

FINAL DESIGN

RECEIVE PROJECT CHANGE FORM - Activity #18712

Hot Button Issues coord. through Division Director

SUBMIT PROJECT CHANGE FORM - Activity #81312

Hot Button Issues coord. through Division Director

Appendix O.1 - Design & Environmental PDP Overview

Hot Button Issues:

- Change in ROW, easement, cut/fill limits within ESA
- Drainage structure within ESA
- Alignment or E/P shift (hor. or vert.)
- Project limits increased beyond Env. Survey Boundary
- Updated Traffic Volumes
- Thru lane has been added;
- Signal has been added
- New displacements/Access removed/Offsite Detour added

*Numbers following design milestone refer to Record Plan Sets.