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 Hedeen, 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)

**CONCEPT**

- 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

**PRELIMINARY DESIGN**

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

- PERMIT/BUFFER VARIANCE APPLICATION  
  Activity #88233/88223

- 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.

- PPFR REQUEST (5)*  
  Activity #40100 - PPFR to be held after Env Tech Studies complete or AT RISK.

- PPFR INSPECTION  
  Activity #40200

- CORRECTED PPFR 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.

- FFPK PLANS (9)*  
  Activity #90100

- CORRECTED FFPK PLANS (10)*  
  Activity #90500

- FINAL PLANS (11)*  
  Activity #95100

- BID SET – LETTING (12)*  
  Activity #956600

**FINAL DESIGN**

**CONCEPT**

**PRELIMINARY DESIGN**

**DESIGN**

**FINAL DESIGN**

*Numbers following design milestone refer to Record Plan Sets.

**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