

Concept Report and Review Process

NOTE:

PM = Project Manager

DPL = Design Phase Leader

The documentation below reflects **PM/DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

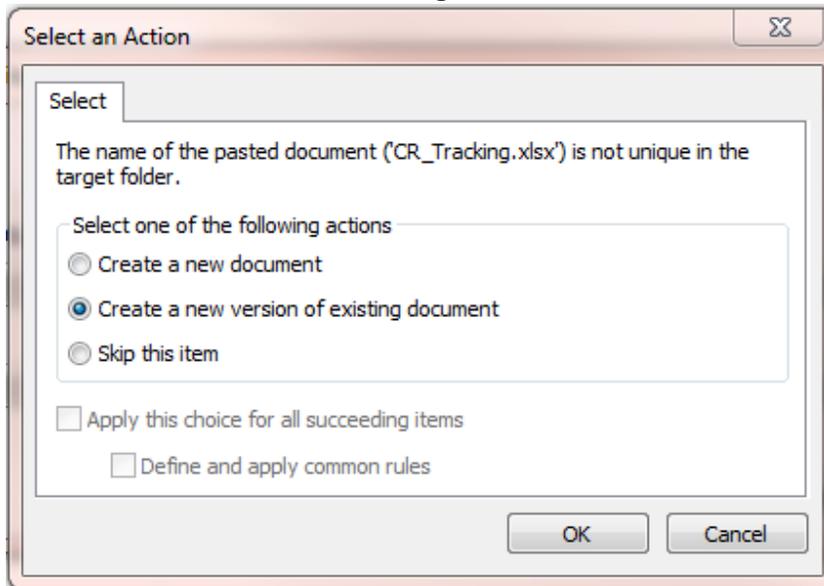
1. Create the “**Review**” folder (**if it has not been created**) under the *PI\PE\State Conceptual Design* folder which will inherit “Read” access for all PW users.
2. The draft or working copy of the report is created and stored in the **hidden** *PI\PE\State Conceptual Design\Concepts* folder. The Engineer of Record will sign the report, scan and reinsert the signature page, then **version** the report.

Version document

- a. Right-click on the report
 - b. Select **New=>Version**
 - c. Enter the date as the version name (ie: 081814)
 - d. Click **OK**
3. Drag/drop the report (without versions) to the “**Review**” folder and notify the PM and the State Program Delivery Engineer by email link (Right-click, **Send To=>Mail Recipient as Link...**) to the ProjectWise document location.
 4. The PM will be responsible for placing reports generated by consultants in the *PI\PE\State Conceptual Design\Concepts\Review* folder and will send an email link with the PW location to the Office of Design Policy & Support.
 5. The Office of Design Policy & Support will send an email link with the PW location to Office Heads (OH) for Review and comments according to the PDP.
 6. The Office of Design Policy & Support will receive email notifications from OHs’ that reviews and comments have been completed. A copy of each OH’s recommendation is to be stored in the project folder.
 7. The Office of Design Policy & Support will send an email link with the PW location to the PM that OHs’ comments have been completed. A new version will be created when revisions are required.
 8. Once review comments are addressed, the PM will send an email link with the PW location to the Office of Design Policy & Support stating the report is ready for approval.
 9. The Office of Design Policy & Support will print the updated report and route to the Director of Engineering, the Chief Engineer, and FHWA, as appropriate for concurrence. The Office of Design Policy & Support will send an email link with the PW location of the document.

10. For PoDI projects, the Chief Engineer will submit a hard copy to FHWA and notification will be sent to the Office of Design Policy & Support. After approval, FHWA returns their comments and signature page that is scanned by the Office of Design Policy & Support.
11. With Chief Engineer's approval, the Office of Design Policy & Support completes the "Approval Letter".
12. The "**Approved**" report is moved to the *PI\PE\State Conceptual Design\Concepts\Approved Documents* folder and an email link with the PW location of the document is forwarded to the distribution list.
13. **Any remaining working copies/versions used during the report development can be deleted from the *PI\PE\State Conceptual Design\Concepts\Review and PI\PE\State Conceptual Design\Concepts* folders.**

b. Select **Create a new version of existing document** and click on **OK**



c. Enter date of the submittal as new version name (ie: 081314)

