



HOW TO WRITE GREAT FPR RESPONSES

What you will learn

Why great responses are important

What makes a great response

How to write great responses

How to take bad responses and make them great

Why great responses are important

Responses serve as permanent documentation from the Field Plan Review (FPR)

The Engineer of Record (EOR) takes ownership and responsibility for engineering decisions documented in the responses

Provides confirmation the designer understood the comments

Can be readily backchecked

More likely to get accepted the first time

What makes a great response

Addresses all parts of the comment

Clearly states the action taken, or why something was not done

Uses terminology from the comment

References manuals and policies where appropriate

Does not contain language that could harm the Department/EOR

Response Expectation

This is on the first page of every FPR report:

All comments marked with an arrow symbol (\Rightarrow) shall be addressed with a written response (in red**) by the Project Manager. As per Plan Development Process, responses to all comments will be written in complete sentences and will clearly state the action taken to address the comment. If a comment requests a specific action and the Project Manager determines that no action or a different action will be taken, the response should clearly explain the Project Manager's decision. All responses shall be submitted in Word format (a pdf of the document will not be accepted).**

Have you read it, or did you just overlook it?!

Response Expectation

**Only respond to comments with an arrow (⇒)
Write responses in **RED**, in **WORD**, not a pdf
From the PM and/or EOR, with help from SMEs
Write in complete sentences
Clearly state the action taken to address the
comment**

...OR...

**Clearly explain why you decided not to do what
the comment asked, or why you did something
else**

Response Expectation

The expectation is that all comments will be implemented, regardless of how they are worded (should, shall, must), unless a valid reason is given.

....Except....

Comments that say “recommend”, “suggest” or “consider” are ideas that should be contemplated. If it is not possible to implement them, then a valid reason should be given.

Do's and Don'ts about response format

Do begin the response on the line after the comment

Do leave a space between the response and the next comment

Do use **red text for responses**

Do use complete sentences and correct punctuation

Do's and Don'ts about response format

Don't type in all capitals

Don't use track changes

Don't say "concur", "agree", "disagree" – just give your response

Don't ask questions or for clarification

Don't use a specific person's name

Good responses begin early

Start thinking about responses when you get the draft report prior to the FPR

Do you understand the comments?

If not, ask for clarification at the FPR

- **Is a comment wrong?**

If so, explain your point of view

- **Are you prepared to explain the design at the FPR?**

If you can clarify an issue during the discussion at the FPR, it may be possible to eliminate some comments in the report

Writing great responses – Do

Address all parts of the comment

Comment: In the project title, correct *Springs* Street to *Spring* Street as indicated on the 13 and 26 series drawings. Also, please verify that “Spring Street” is correct. Google Street View appears to indicate *that this street is named “Walnut Street”*.

Response: *The project title was corrected to Spring Street to match the 13 and 26 series.*

Problem: The second part was not addressed.

Better response: *We will correct Springs Street to Spring Street. Google Maps shows these street names incorrectly. Per Walton County’s public GIS, Spring Street continues north to connect to East Hightower Trail.*

Writing great responses – Do

Provide enough information to backcheck implementation of the comment

Comment: Offset does not match begin Wall 1 on 13 series and 31 series at STA 571+50 (26.54 vs 27.20).

Response: Offset has been updated on 31 series to match 13 series. The offset is 26.54 ft.

This is a great response. Not only did it state the plans were updated, it states which of the offsets was correct. This helps when backchecking.

Writing great responses – Do

Use the same words as the comment...

Comment: Locations and casing thickness are needed for Jack or Bore pipe.

Response: The quantities for jack or bore were revised and included on 06-0019.

Problem: Location and casing thickness are not quantities. The response only says quantities.

Better Response: The locations and casing thickness have been added to the Jack or Bore items in the summary table.

Writing great responses – Do

Another example...

Extend proposed driveway at STA 50+10 RT so it ties to the existing driveway.

DW03 will be extended.

Problem: Without looking at the plans, it is not clear if DW03 is the driveway at this station. This response will require a review of the FPR plans in order to determine if it is acceptable. That takes additional time, not only to determine if the response is acceptable, but also to backcheck.

Better response: The proposed driveway at STA 50+10 RT (DW03) has been extended to tie to the existing driveway.

Writing great responses – Do

Be consistent with singular and plural.

The R1-2 signs should be shifted closer to the intersection.

We will shift the R1-2 sign closer to the intersection.

Problem: the comment says more than one sign, and the response says only one sign. It is not clear if this is a mistake, or the comment was not fully implemented.

Better response: The R1-2 signs will be shifted closer to the intersection.

Writing great responses – Do

Be professional if there is an error with the comment

It's easy to make mistakes with drawing numbers or station numbers;
respond anyway

Comment: The driveway located at 5018+27 RT is a horseshoe driveway with the other end at 5018+70 RT. The quantities for the driveway at 5018+70 RT are not provided. Please correct.

Response: The quantities for both driveways were included on the 6 series. The table reads "5018+27/5018+70 RT".

Comment: It appears that there is a significant drainage area draining to the 18" pipe under DW 59, verify sizing.

Response: There is no 18" pipe under DW 59. DW 59 is on 13-0013. Will revise capacity for 18" pipe under DW 55.

Writing great responses – Do

Be professional if there is an error with the comment...

Remember, if you review the draft report prior to the meeting, you can bring up incorrect comments during the meeting to have them either corrected or possibly have them eliminated from the report.

Writing great responses – Do

If a comment asks for something to be verified, indicate in the response that you will, or have, verified it.

Comment: D3-1 signs are normally installed by the local government. Verify if the D3-1 signs should be shown in the plans.

Response: The signs will remain.

Problem: This response doesn't explain if anything was verified, it just basically says no to the comment. And if the comment will not be implemented, reasons why must be provided.

Better response: The local government has requested that the D3-1 signs be included in the project. GDOT management agreed to this request; therefore, the signs will remain.

Writing great responses – Do

Refer to standards, details and/or specific sections of manuals. Sometimes comments contain references; if you disagree, refer to the items you think apply.

Comment: Delete the W20-3 (Road Closed) signs on the side streets. The R11-4 (Road Closed to Thru Traffic) sign is already shown at the intersection.

Response: Per the MUTCD pg. 591 sec. 6F.20 for the W20-3 sign signs "should be used in advance of the point where a highway is closed to all road users, or to all but local road users." The W20-3 (Road Closed) signs will remain on the side streets.

Writing great responses – Do

When a comment mentions that an issue should be coordinated or discussed with another office, the response should indicate that the coordination has been done, or a meeting has been scheduled.

Comment: Please discuss staging this intersection with District Construction.

Good Response: a meeting has been scheduled with District Construction on May 20, 2022.

OR

After discussion with District Construction, we will remove the proposed striping in the driveway intersection to the business on Parcel 2.

Writing great responses – Do

When a comment questions the need for a DE/DV and the coordination requested is with the Office of Design Policy and Support, the expectation is that this will be discussed and resolved prior to submitting responses.

This means the outcome of the discussion – the determination about whether a DE/DV is needed - should be included in the response.

Writing great responses – Don't

Don't give responses that say "Bridge Office told us to..." or "TMC says..." on consultant designed projects. The consultant is the EOR, so Consultant should paraphrase the discussion.

Comment: Add a fence on top of Wall 4.

Response: We were told by the Bridge Office not to add a fence.

Better response: Parapet is provided along length of wall at appropriate height as defined in AASHTO. After discussion with the Bridge Office on 1/10/21, we determined a fence would not be necessary on Wall 4.

Writing great responses – Don't

Don't give responses that say a milestone has been reached so nothing can be changed.

Comment: The cross drain at STA 10+00 RT is outside the right-of-way. Adjust the right of way.

Response: Right of way has already been acquired for this parcel and cannot be adjusted.

If something critical is incorrect and needs to be changed, the plans must be revised, even if it impacts the schedule, or even if it is not ideal for a GDOT office.

Writing great responses – Don't

Similar to the previous slide, here is another example of what not to say.

Comment: District Construction requests that the Type 1 36-inch rip rap be extended to the stream on the top side of the bridge. There is a small area that has not been addressed. Please coordinate with their office for further detail/guidance regarding this request, as it will increase the permanent impacts to the environmental footprint.

Response: At this point, it is not possible to change the footprint of the rip rap impacts due to environmental lockdown.

Revise response to state that the rip rap is not going to be extended. Don't give environmental lockdown as a reason for not extending the rip rap. While not desirable, changes can be made after environmental lockdown, and the project can be delayed if necessary. Determine if current rip rap is sufficient for the design and state this in response to the comment.

Writing great responses – Don't

Don't use schedule as the sole reason something cannot be done

Comment: Please show stream bank stabilization on both sides of the stream. Ensure environmental permitting is revised as necessary regarding any added stabilization.

Response: It is not possible to add riverbank stabilization at this time. The letting for this project is March.

Delete this response and give an engineering reason as to why the stabilization will not be added. (Has it been proven to not be necessary? Is other mitigation being used to help address this issue? If so, state this in response to the comment. The reason for not adding the stabilization cannot be schedule based.) If stream bank stabilization is truly needed, the project may need to be delayed to add it. The response doesn't say if it is needed or not.

Writing great responses – Don't

Don't let a bad attitude show in your response:

this should have been caught at the PFPR

Policies change, different people are at different meetings; remember; each review stands on it's own.

this comment is a duplicate; see page X

Simply copy and paste the response

this comment should be stricken from the report

You had a chance at the meeting to say why it should be deleted. Provide a response.

Writing great responses – Don't

Don't repeat a "one response fits all" unless it truly does fit each comment. Responses should be specific to the individual comments.

It is not possible to construct temporary pavement while running traffic over it as shown between STA 5258+00 and 5260+99 SR 20 WB. Change the staging to show something that is constructable.

Layout was revised in this area to resolve conflict between traffic and proposed construction

STA 5258+00 to 5261+00 LT: the proposed pavement under construction is 2' to 3' directly below the existing pavement shown under traffic. Also, the proposed temporary ditch under construction STA 5261+00 LT is directly below the existing pavement shown under traffic. Resolve.

Layout was revised in this area to resolve conflict between traffic and proposed construction

WB traffic will conflict with the lowering of the grade near STA 5260+00. Please correct the staging to eliminate conflicts.

Layout was revised in this area to resolve conflict between traffic and proposed construction

Provide information about how each area was revised so it can be backchecked.

Writing great responses – Don't

Don't ask questions in the response; get clarification at the FPR, or email the reviewer after the meeting but before you respond.

It is not clear what the comment is asking for.

We could not find any signs that were not within the ROW. Where does this comment apply?

Writing great responses – Don't

If the comment clearly states that something is wrong and asks you to fix it, don't respond with "we will verify", "we will review" or "we will evaluate".

Comment: Add the Temporary Barrier and Temporary Shoring required to stage construct cross drains. See:

- Drawing 19-02.0004 and 19-03.0004
- Drawing 19-02.0006 and 19-03.0006
- Drawing 19-03.0002

Response: Shoring and barrier locations were evaluated throughout plans.

Problem: The comment asked that these items be added, not evaluated. The response should say either yes they were added, or no they were not, and reasons should be given if they were not added. If you don't use the same verb as the comment, it is not clear what you did, or if you intentionally tried to avoid doing what the comment asked.

Writing great responses – Don't

Don't say "we recommend"; the responses should be definitive.

Comment: Delete ESA line from the stream bank or point of wretched vegetation for IS 86. This stream should only show the stream buffer ESA.

Response: *There are two environmental resources here. IS 86 and wetland 87 so the two ESAs need to be shown. Recommend no change.*

Comment: Eliminate the section of the 18-inch side drain connecting to the proposed 54-inch storm drain pipe and install a ditch at the toe of slope between the driveway at Parcel 17 to the existing ditch outfall near STA 5022+50 LT.

Response: *The proposed design has been closely coordinated with ROW to reduce the impacts to parcels 17 and 20. Adding the ditch at the toe of the slope will require additional ROW and this option is not feasible at this stage. Recommend no change.*

Responses should not contain a recommendation. These would be ok if the last sentence was deleted.

Similarly, don't say "we desire" or "we prefer".

Writing great responses – Don't

Don't use words like "clarified" "revised" "corrected" or "verified"; explain how you clarified it, or what was revised or corrected, or what you verified, and if what you verified was ok or not. Provide information that can be backchecked.

Comment: Plans show a minimum of 20' from outside to outside of the temporary barrier wall. With a 2' off set and width of the temporary barrier wall, the minimum 20' is not enough. This minimum will need to be $20' + 4' + 6' = 30'$.

Response: *Typical sections have been revised.*

Problem: "Revised" isn't descriptive. The response should clearly state what was revised.

Comment: Per construction plans, mill and inlay begins at STA 103+00.00, not STA 103+40.00. Please revise Typical Sections to account for all proposed pavement construction. Note: Plans indicate that RT graded shoulder, front slope, and ditch construction do not begin until STA 103+40.00.

Response: *Typical sections will be corrected.*

Problem: Corrected isn't descriptive enough. The response should state what will be done so it can be backchecked. In this case, the response could say that mill and inlay would be shown beginning at 103+00.

Writing great responses – Don't Don't be vague, or use incomplete sentences

Comment: Call out the contrast striping along the proposed bridge.

Response: To comply as suggested.

Problem: Responses are not a suggestion, just state what will be done.

Better response: Contrast striping will be called out along the proposed bridge.

Comment: Show the signs that go with the steel strain poles and span wire.

Response: These signs were included.

Problem: It is not clear if this means the signs were included in the plans submitted with the FPR, or have been included as revisions due to the comment.

Better response: We have added the required signage for the span wire to the plans.

Comment: Eliminate text overwriting throughout. See STA 144+00 LT for example.

Response: Will eliminate overlapping text where possible.

Problem: The plans should not knowingly contain overlapping text.

Better response: We will eliminate overlapping text.

Writing great responses – Don't

Another vague response...

Comment: Headwall of cross culverts should be parallel to the roadway mainline.

Response: *In general, headwalls on cross culverts are placed parallel to the roadway mainline. Along the corridor there are locations where this is not feasible as the headwalls are placed according to the drainage feature that is being routed through the drainage structure.*

It would be helpful to know where this cannot be done and why.

If each location was listed separately, a “no” response would only be acceptable if reasons why this would not/could not be done were provided. The response should include the criteria used to make the determination of where this this action is not feasible.

Writing great responses – Don't

Don't refer to other responses, simply copy and paste

Comment: Drawing 35-0001 shows that the sanitary sewer line crossing under the proposed bridge is being relocated, yet no relocation has been shown in Section 24. Revise plans to ensure consistency and accuracy.

Response: *The utility relocations will be shown in the plans as greyed back if they are to be included in the contract or darkened if they are not to be included.*

Comment: Although the hangers are being addressed in the bridge plans (Section 35), the water line is not shown on this sheet. Please revise Section 24 and 44 plans to address the required casing under the approach slab for the water line.

Response: *The utility relocations will be shown in the plans as stated in the previous comment.*

Better response: *The utility relocations will be shown in the plans as greyed back if they are to be included in the contract or darkened if they are not to be included.*

Writing great responses – Don't

Don't say not required by PPG or any other guidance document as the sole reason a comment cannot be implemented.

Note: The PPG is a guide. It cannot cover every situation for every project. If there is a good reason for doing something that is not required, then you should do it. If you have a legitimate reason for not doing it, then provide the reason.

Comment: Show the proposed excavation required behind the wall to install the footing. Add the slope information in front of the wall and sidewalk. Label the wall number.

Response: The excavation behind the wall will be shown. The slope information will be added. The wall number will not be added as this is not a requirement of the PPG.

Unless there is a engineering reason why this cannot be done, then it should be implemented as directed.

Writing great responses – Don't

Don't use phrases like "if necessary", "as needed", "if warranted", or "where possible", unless the comment uses these phrases.

Comment: Verify the need for the 12,520 SY of 6" concrete median paving. This item is not shown in the typical sections.

Response: The item will be verified and removed from the quantities if not warranted prior to Final Plan submittal.

This is very simple to verify. The response should state if it is needed or not so this item can be backchecked.

Comment: Revise TS-5/TS-5A to accurately reflect the raised median width illustrated in the corresponding cross sections. The median width is not 36 ft wide (18 ft LT/18 ft RT) as illustrated in the typical sections.

Response: We will update the median width as appropriate.

The use of "as appropriate" makes it difficult backcheck the responses, meaning the comments could be brought up again at the FFPR. And the comment contains specific information that should be used in the response.

Writing great responses – Don't

Don't Provide conflicting responses

Comment: Clean up text conflicts throughout the 13 series. For example, the Type 1 anchor label at STA 5021+40 has a proposed pipe through it.

Response: *Text conflicts have been removed where possible.*

Comment: Clean up overlapping text throughout the plan section.

Response: *Text overlaps will be cleaned.*

Both responses are from the same report. "Where possible" implies it will not be done everywhere, but the second response implies it will be done throughout the plans.

Writing great responses – Don't

Don't discount information that others request

Comment: The existing width of Roswell Road is not shown, so it is not possible to determine if the new pavement ties correctly to the existing.

Response: The existing condition is shown grayed back. There are no requirements to show the existing width on the plans. The side road has been reviewed and confirmed to tie into existing.

If someone feels they need the information in the plans, and has given a valid reason for needing it, simply add it, unless there is a legitimate engineering reason not to.

Writing great responses – Don't

Don't be evasive

Comment: The driveway at STA 242+69.51 LT on Smith Road is a commercial driveway, providing access to the elementary school, and is shown with a proposed grade of 18.76%. According to GA Construction Detail A-2, the maximum grade for commercial driveways shall be 11%.

Response: The driveway at STA 242+69.50 LT on Smith Rd. has been extended to come to a flatter grade closer to 11% without impacting any existing structures.

Does closer to mean less than 11%? The response is a bit evasive. And it is impossible to tell if the driveway was revised to agree with the detail.

Writing great responses – Don't

Don't say you were told to do something at another review

Comment: Staging Cross Sections are set at 100' spacing, normally they should be a 50' spacing.

Response: During the constructability review meeting in September 2018 for the adjoining project, it was discussed that cross sections every 100' were acceptable.

Comment: Add the traffic flow arrows to the staging plans.

Response: At the PFPR, we were told we don't need them.

Comment: For note 7, the warranty should be to the County since they maintain the lighting.

Response: On a previous project GDOT told us that the warranty shall be provided to the GDOT Construction Liaison.

Each review stands alone. Processes can vary by district. Policies change over time. Each project and review is unique.

Writing great responses – Don't

Don't pass the buck

Comment: The plans do not indicate if the traffic signal controller will be replaced. Please determine the disposition of the controller.

Response: Controllers are typically the responsibility of the local government.

While the local government may be responsible for maintenance, the plans do not address potential impacts and how to resolve them, if any.

Comment: Ensure the 670 Special Provision and the utility notes are not in conflict. Coordinate with District Utility Office for further guidance.

Response: We did not oversee this work, and will therefore, not accept responsibility. Since the work was done by the utility owner's consultant, they will have to address the comment.

Responses come from the PM/EOR. The EOR takes responsibility that the project can be built as designed. If part of the plans/documents were designed by others, the EOR must be involved to ensure there are no conflicts.

Writing great responses – Don't

Don't make comments or argue about the scoring in the responses.

Scoring issues should be brought up immediately after the approved report is received.

The designer should discuss scoring with the PM and provide specific issues.

The PM should then contact Walt Taylor in Engineering Services.

Writing great responses – Saying Yes

All comments marked with an arrow symbol (⇒) shall be addressed with a written response (in red) by the Project Manager. As per Plan Development Process, responses to all comments will be written in complete sentences and will clearly state the action taken to address the comment. If a comment requests a specific action and the Project Manager determines that no action or a different action will be taken, the response should clearly explain the Project Manager's decision. All responses shall be submitted in Word format (a pdf of the document will not be accepted).

Writing great **YES** responses –

Comment: Label the “End Concrete Ditch STA/Offset” for the Begin Concrete Ditch STA 437+63.83, 79.82’ RT.

Response: Label will be added.

Comment: Revise the ditch line work shown STA 448+50 RT to a GaConst Detail D9 Concrete Flume to convey the berm ditch to existing ground.

Response: Ditch will be revised to a D9 concrete flume at STA 448+50 RT.

Comment: OBF is shown through the channel of PS 43 STA 439+00 to 440+00 LT; please allow a break in the OBF & silt fence as it crosses over the stream channel.

Response: Will review OBF in this area and ensure break thru stream channel is added.

Writing great **YES** responses –

Comment: In the response, explain the decision to install pipe between E-10 and E-4 on permanent easement instead of obtaining right of way.

Response: Historic environmental resources prevent us from acquiring permanent ROW.

Good response. Short, clear, did exactly what the comment asked.

Writing great responses – Saying No

All comments marked with an arrow symbol (⇒) shall be addressed with a written response (in red) by the Project Manager. As per Plan Development Process, responses to all comments will be written in complete sentences and will clearly state the action taken to address the comment. If a comment requests a specific action and the Project Manager determines that no action or a different action will be taken, the response should clearly explain the Project Manager's decision. All responses shall be submitted in Word format (a pdf of the document will not be accepted).

Writing great NO responses –

Comment: Verify the Permanent Easement shown STA 312+00 RT. The Permanent Easement area should be based on a roadway ditch section with 2:1 back slopes. All area beyond the Permanent easement necessary for driveway tie-in is shown as Driveway Easement. Resolve.

Response: Easements shown are needed for roadside ditch grading and driveway regrading. Easement to remain as permanent easement because of the significant drainage work needed in this area. The driveway easement is shown for the driveway work.

Writing great **NO** responses –

Comment: Add a GA Standard 1019B Drop Inlet for R-CUT median low point at STA 4045+50+/-, 6 ft RT.

Response: The location has been reviewed and we determined that gutter spread criteria is satisfied here. There is no low point in this location. The profile grade is still +/- 1%.

Writing great responses – things to think about

Did I address all parts of the comment?

Did I provide information that can be backchecked?

Did I give legitimate engineering reasons or explanations for why a comment cannot be implemented?

Am I ok to have the responses as part of the permanent documentation for the project?

Staging response errors

Plans must show a design that can be built. All notes should be clear and specific. Plan sheets must provide enough detail to ensure the project can be built as designed.

Staging plans are not a general guide.

The contractor may opt to stage the project differently, but what's in the plans must work!

Comment: State when the traffic & ped signals and permanent signage are to be installed.

Response: This installation should be determined by the contractor during construction (means and methods based on field conditions during construction).

No. The plans must indicate when these are to be installed based on the designer's intent and the staging as shown in the plans.

Staging response errors

Comment: Temporary pipe profiles are needed to verify temporary pipe or structure connections to existing drainage will function. The profiles will also verify the height of fill over temporary pipe and any additional depth required for structure. For example, Drawing 19-1C.0029 STA 5229+00 RT and 19-2.0006 STA 5022+70 LT.

Response: Temporary pipe profiles are not required based on guidance provided by Andy Casey in January 2019 stating that temporary drainage profiles are not required in the plan set. The 150 Traffic Control Specification contains language that states that the staging plans shown are a suggestion and the contractor is obligated to create their own traffic control details, including drainage details. Providing temporary pipe profiles and associated details may not be what occurs in the field during the actual stage construction the contractor provides.

The memo does not say profiles are not required.

While Section 150 may say that the staging plans are a suggestion, the designer is required to provide something that works, including all details that would be necessary.

Staging response errors

Comment: Per District Construction, the current Utility Adjustment Schedule (UAS) for this project is 7.6 years, 4.7 years for Georgia Power alone. Not allowing daytime lane closures restricts the time the Utility Owners can work on utility relocations. Recommend discussing the overall contract time with the State Construction and State Utility Offices prior to finalizing the Estimate Contract Time.

Response: The State Construction Office and State Utilities Offices will coordinate with the utility companies regarding the contract time.

The Utility companies do not set contract time. With a construction time of this magnitude, the Designer may need to revise the staging to provide access to expedite utility work. Note: The contract time was set at 24 months before this FFPR, but was changed to 36 at the FFPR.

Staging response errors

Comment: Notes indicate median work occurs in both Stage 1 and in Stage 2. There are no station numbers to show the different locations for the median work. Clarify note number #3 for each stage.

Response: Staging sections are to be used as a general guide for the contractor. It is assumed that the contractor would begin with median installation, but the locations and timing of work performed are to be determined by the contractor.

No! Don't make assumptions about what the contractor will do. The plans are not a general guide. The plans must show a design that can be built and a method of construction that will work and matches the designer's intent. The timing of work performed by the contractor must be shown in the plans.

Staging response errors

Comment: Per Section 150, don't show work on both sides of SR 9 at the same time, as shown in Stage 2.

Response: Will evaluate the feasibility of not showing construction on both sides of SR 9.

There is nothing to evaluate, it is not allowed by Section 150. The staging plans must show something that is allowable and feasible and can be built as designed.

Exercises: **Bad Response** to **Good Response**

Comment: Please add the Project Designation (e.g.: PoDI, Exempt or SF) in accordance with the Plan Presentation Guide (PPG) Section 01.002 Required Information. This project is “Exempt”.

Response: To comply as suggested

Better response: We will add the project designation of Exempt to the cover sheet.

Bad Response to Good Response

Comment: Verify the quantity of Pay Item 165-0041 MAINTENANCE OF CHECK DAMS – ALL TYPES shown as 40 LF. It appears that 2,274 LF should be provided.

Response: Quantity to be updated.

Better response: The quantity for Pay Item 165-0041 has been reviewed and will be updated to 2275 LF.

OR

The quantity for Pay Item 165-0041 will be verified and updated.

Bad Response to Good Response

Comment: Confirm that stopping sight distance is adequate from the York Road approach at the design speed. SSD criteria is driver's eye at 3.5-ft. and object height is 6-inches (entry splitter island curb bullnose).

Response: Confirmation of SSD at York Road approach will be included for FFPR.

The intent of the comment was for the designer to provide an explanation/confirmation in the response to the PFPR report. There will be no way to get confirmation at the FFPR, without revisiting the same comment.

Better response: According to the GDOT Roundabout Design Guide Page 2-15, Stopping sight distance criteria is a driver's eye at 3.50-ft and the object height is 2-ft. York Road's design speed is 35 mph, which needs 250-ft of stopping sight distance from the crosswalk and the yield line. Using this criteria, the SSD was checked and the York Road approach meets SSD requirements.

Bad Response to Good Response

Comment: In order to eliminate confusion during construction, add structure numbers for Temporary storm drains throughout the plans.

Response: *The temporary drainage structures are noted by station in the SOQ table so a structure number is not needed. Recommend no change*

There are multiple errors with the response:

Did not really explain why this is not being done

Discounted the fact that the someone said the information is needed

Made a recommendation in the response

Better response: *the structure numbers for temporary drainage will be added to the plans.*

OR

Structure numbers are shown in the SOQ table and this should be sufficient to identify the locations where the temporary drainage will be used.

Bad Response to Good Response

Comment: Verify if an 18" pipe can be used from STR G-26 to STR G-24 to provide more cover under the driveway. The upstream pipe is 18" and it does not appear that much additional water enters into STRs G-26 and G-25.

Bad response: The driveway pipes were changed to 18" pipes as recommended.

Eliminate the phrase "as recommended" from the response. This comment was not a recommendation.

Better response: the driveway pipes were changed to 18" pipes.

Bad Response to Good Response

Comment: Add GaStd for Temporary Barrier once on staging cross section drawing where applicable.

Response: Labels were added for temporary barrier detail on plans, but not cross sections.

The comment asked for the label to be added on the staging cross sections. The response needs to clearly state why this was not done. But this is not that hard to do and there would be no engineering reason why it could not be done. The response should say it will be done.

Better response: The applicable GaStd label was added to the cross sections.

Bad Response to Good Response

Comment: The temporary shoring cuts off existing driveway access STA 5200+25 RT. Resolve. The same comment applies to Drawing 19-1C.0036.

Response: Add striping/traffic arrows to show access to SR 20 towards the east.

The response reads more like a comment. Who is going to add the striping? And will striping fix this issue? It is not clear if the temporary shoring will be adjusted.

Better response: Traffic arrows and pavement markings will be added to ensure there is access to the existing driveway at STA 5200+25 RT.

OR

The temporary shoring will be adjusted to ensure there is access to the existing driveway at STA 5200+25 RT.

Bad Response to Good Response

Comment Delete temporary structures at STA 5035+69 LT and 5036+16 LT. Extend temporary side drainpipe at STA 5036+16 LT and connect to temporary drop inlet over existing cross drain STA 5035+85 LT to convey runoff in the temporary ditch to the existing outfall.

Response: Drainage structures were not removed, but the design was enhanced.

If the designer opts to do something different than what the comment asked for, they must explain why. No explanation is given here.

“Enhanced” is not descriptive enough, and will be difficult to backcheck. More details are needed.

Better response: Temporary structures were not removed, but the temporary side drain pipe was shifted to the preceding structure to convey runoff to the existing ditch. This will sufficiently drain the area.

Bad Response to Good Response

Comment: Determine the need for Traffic General Note 17 related to traffic marking, symbols or striping being incidental and to be paid for under a lump sum pay item. There are traffic markings, symbols and striping items listed in the 06 SOQ sheets with a unit of measure. A lump sum pay item should not be used. This note conflicts with the use of pay items provided in the plans.

Response: Per discussion at FFPR, no change. These are standard notes that should not be revised.

Not true! Traffic Signal notes are project specific and can be edited. This has been verified with TMC. Why would we leave a note in the plans that creates a conflict?

Better response: We will remove the note in order to eliminate the conflict in the plans.

Bad Response to Good Response

Comment: Ensure there is a lighting agreement in place for the section of the project on the State Route.

Response: *Coordination of setting up a lighting agreement is performed by GDOT.*

This response “passes the buck”. The responses should be reviewed by the PM and if the response from the Designer doesn’t fully address the comment, then the PM should revise it.

Better response: *The PM will ensure that a lighting agreement is in place prior to the letting.*

Bad Response to Good Response

Comment: Add the proposed and existing ditch, including a temporary drop inlet connecting to Str F-4.

Response: The temporary drainage conditions were evaluated, and proposed revisions were not necessary. No changes were made.

Whoever submitted the comment felt that the additional information/items were needed. The comment did not ask for anything to be evaluated. If the designer opts not to do what the comment asked, an explanation must be provided. None was given.

Better response: After additional review, we have determined that the proposed and existing ditch should be connected to Str F-4. They will be added to the plans, along with a temporary drop inlet.

OR

The existing and proposed ditch are draining away from Str F-4 and should not be connected to this structure.

Bad Response to Good Response

Comment: TS 1 and TS 2: Add "& SE Pivot Point" to Profile Grade call outs.

Response: We will review and revise accordingly.

Better response: We will add "& SE Pivot Point" to the Profile Grade call outs.

Comment: TS 1 and TS 2: Add variable dimensions for Mill, Inlay & Widening.

Response: We will review and revise accordingly.

Better response: We will add variable dimensions for Mill, Inlay & Widening.

Comment: TS 1: Add "A" Recycled Asph Concrete 9.5 MM Superpave to Mill & Inlay.

Response: We will review and revise accordingly.

Better response: We will add "A" to Recycled Asph Concrete 9.5 MM Superpave Mill & Inlay.

Each of these comments asked for specific things that the reviewer felt needed to be corrected in the plans. The responses should be specific to each comment, clearly stating what will be done. "Accordingly" cannot be backchecked.

Timing of responses

PFPR = 4 weeks

FFPR = 2 weeks

Here's a secret – Engineering Services is ok if you are a bit late because you are taking extra time to coordinate with a SME in order to provide better responses, as long as it does not impact schedule. Keep Engineering Services informed. Keep in mind that authorizations can not take place until responses are accepted.

Helpful hints

In limited circumstances, if there is a legitimate reason a previous response is no longer valid, it may be necessary to submit updated PFPR responses when you submit the FFPR package.

Come to the meeting prepared to discuss the draft comments. If there are comments you don't understand or don't agree with, speak up!

If comments request coordination, set up meetings to discuss responses as soon as the FPR is over. The response must include the date of the meeting if it has not been held prior to submitting responses, or the outcome of the meeting, if it has been held.

Conclusion – Key points

Ask questions about the draft comments at the FPR meeting

Use complete sentences when responding

Clearly state the action that will be taken

...OR...

Clearly explain why no action or a different action will be taken

Make sure your response provides enough information so someone can backcheck it

Questions?