

GDOT Standard Distribution List

Receiving Office	Distribution by>>>>  Address to:	Design Policy & Support				GDOT Project Manager										Acronyms	
		Concept Report (& Revised) Approval		L&D Approval		PFPR Plans (C, Z)		FFPR Plans (C, K, AC)		Corrected FFPR Plans (L, AC)		Final Plans (N, AC)		UOC Revisions (AC)			
		EN	HC	EN	HC	Ltr (J)	11"x17" (AC)	Ltr (J)	11"x17" (AC)	Ltr (J)	11"x17" (AC)	Ltr (J)	11"x17" (AC)	Ltr (J, Y)	11"x17" (AC)		
Non-GDOT Offices																	
FHWA (Projects of Division Interest) (A)	Sabrina David (Division Administrator)		1			1	1	1	1			1 (U)	1 (U)	1	1	EN = E-mail Notification	
Transportation Board Member	(name varies by Congressional District)	1		1												HC = Hard Copy	
Awarded Contractor	(name varies)															Ltr = Submittal Letter	
SRTA & ATL Transit	(AB)	1				Ltr/electronic plans		Ltr/electronic plans				Ltr/electronic plans		1 (T) 4		HS/FS = Half-Size(12"x18")/Full-Size(24"x36") format plans	
General Offices (i.e., Atlanta)																	
Bridge and Structural Design	Donn Digamon	1		1		1	(D)	1	(D)			1		1		11"x17" = Ledger Size format plans	
Construction	John Hancock					1		1		1		1		1		pdf = PDF (Portable Document Format) set of plans	
	State Construction Liaison (varies by District)					1		1				1		1			
Bidding Administration	William Dunwoody											1 (O)	1				
Design Policy & Support, CADD Group	Frank Flanders					Ltr & CADD files (E)											
Design Policy & Support, Lighting Design	Robert Graham	1 (P)		1 (P)		1 (P)		1 (P)	1 (P)			1 (P)	1 (P)	1 (P)		BFI = Bridge Foundation	
Design Policy & Support, Design Services Mgr.	Frank Flanders													1 (Q)		Investigation	
Design Policy & Support, Water Resources Group	Brad McManus/Drew Martin	(X)		(X)		(X)	(X)	(X)	(X)			(X)	(X)	(X)		CADD = computer-aided design and drafting	
Director of Engineering	Chris Rudd	1		1		1		1				1				DGM = Design Group	
Director of Intermodal Division	Clement Solomon	1														Manager	
Director of Program Delivery	Albert Shelby	1		1		1		1		1		1		1		EDG = Electronic Data Guidelines	
Engr. Services - Environmental Compliance	Daryl Williams											1	1	1			
Engr. Services - Estimating Section	Erik Rohde/ Joshua Taylor	1								1	2					ESPCP = Erosion	
Engr. Services - Plan Review Section	Erik Rohde/Walter Taylor	1				1	1	1	1	1	1					Sedimentation and	
Environmental Services	Eric Duff	1		1		Ltr/electronic plans		Ltr/electronic plans		Ltr/electronic plans		1		1		Pollution Control Plan	
Financial Management	"OFM Concept Reports" Inbox	1		1												FFPR = Final Field Plan	
Innovative Delivery	Darryl VanMeter	1		1												Review	
Maintenance	Brandon Clayton					1	1	1	1	1	1	1	1	1	1	FHWA = Federal Highway	
Maintenance - Landscaping Architecture Unit	Felicity Davis cc Dorian Owens					Ltr/electronic plans (F)		Ltr/electronic plans (F)				1				Administration	
Materials and Testing	Geotechnical Reports@dot.ga.gov	1				1		1				1				GaDNR/EPD = Georgia	
Materials and Testing - Pavement Management	PavementManagement@dot.ga.gov	1				1		1								Department of Natural	
Office Administrator/Project Manager	(name varies by office)/PM	1		1												Resources/ Environmental	
Planning	Kelly Martin/Sue Anne Decker	1		1												Protection Division	
Program Control	Derrick Brown			1												L&D = Location and Design	
Right-Of-Way	Bret Anderson Districts 1 & 6					1		1				1				NEPA = National	
	Adrienne Wise Districts 3 & 7					1		1				1				Environmental Policy Act	
	Linda Edmonson Districts 2, 4, & 5					1		1				1				NOI = Notice of Intent	
Right-Of-Way	plansoffice@dot.ga.gov			1												NPW = Non-ProjectWise	
Roadway Design	Sam Woods	1 (B)		1 (B)		1 (B,G)	1 (G)	1 (B,G)	1 (G)							PFPR = Preliminary Field	
State Location Bureau Chief	Lee Howell	1		1												Plan Review	
State Railroad Liaison Manager	Nick Fields / Jill Franks	1 (V)				1 (V)		1 (V)				1 (V)				PM = Project Manager	
State Railroad Crossing Manager	Nick Fields / Jason Mobley	1 (V)				1 (V)		1 (V)				1 (V)				PW = ProjectWise	
State Subsurface Utilities Engineer	Nick Fields / Aisha Moultrie	1				1	1 (H)	1	1 (H)			1		1		PWDM = ProjectWise	
State Utilities Engineer	Nick Fields	1				1	1	1	1			1		1		Deliverables Management	
Traffic Operations	Alan Davis	1		1		Ltr/electronic plans		Ltr/electronic plans		Ltr/electronic plans		Ltr/electronic plans		1		QA = quality assurance	
Transportation Data	HighwaySystemsAdministrator@dot.ga.gov	1		1		Ltr/electronic plans (I)										SUE =	
District and Area Offices																	
Area Manager	(Name varies by Area)			1		1	2	1	2	1	1 (M)	1	4	1	4	Overhead/Subsurface	
Construction Engineer	(Name Varies by District)					1	1	1	1	1	1 (M)	1	2 (W)	1	1	Utility Engineering	
District Engineer		1		1		1	1	1	1	1	1 (M)	1		1		UOC = Use-On-	
Planning & Programming Manager				1												Construction	
Preconstruction Engineer		1		1		1	1	1	1	1	1 (M)	1		1		MS4 = Municipal Separate	
R/W Acquisition Team Leader						1	1									Storm Sewer System	
Traffic Engineer		1				1	2	1	2	1	1 (M)	1	1	1	1		
Utilities Manager		1				1	2 (R)	1	2 (R)	1	1 (M)	1	1 (R)	1	1	1 (R)	
(A) Only for projects that are full-oversight with FHWA.																	
(B) Only for projects designed by the GDOT Office of Roadway Design.																	
(C) Distribution of plans to offices for field plan reviews shall be made at the same time that distribution is made to the GDOT Office of Engineering Services. PM will: (NPW) place pdf of the FPR package (all attachments to letter and plans) on "\\Gdot-dfs\roaddesign\ReviewStore" in a subdirectory named "\\(Project PI)" and include a link to this location in the FPR request letter or (PW) will refer to the PFPR or FFPR Process Workflow Document on the ProjectWise web page.																	
(D) Electronic files only for projects that involve retaining walls (section 31 or 32), sound barrier (section 33 or 34), bridges (section 35), special design culverts (section 39), or overhead sign structures.																	
(E) Only for projects designed by consultant, refer to the "PFPR Process" Workflow Document (GDOT staff) or the "External Create Submittals for EDG Check" Training document (Consultant staff) on the ProjectWise web page.																	
(F) Only for projects that will contain planting items in the plans and contract proposal.																	
(G) Only on consultant designed plans managed by the GDOT Office of Program Delivery.																	
(H) Only when SUE is performed, (NPW) place the TOPO, PROP, LIMIT, MAIN, REQD, UTLE, UTLP CADD files on Pccommon in a subdirectory named "\\[Project PI]\SUE PFPR\" or "\\[Project PI]\SUE FFPR\" or (PW) refer to the PFPR or FFPR Process Workflow Document on the ProjectWise web page.																	
(I) Only for projects with state route or local road realignments that require Maintenance Resolution Agreement or State Highway System Revision. Email Letter and .pdf of Cover and Plan & Profile sheets only, to attention: Scott Susten at ssusten@ga.dot.gov.																	
(J) Hard copy letters should only be sent to individuals receiving hard copy plan submittals (or other hard copy submittals), otherwise a pdf letter should be sent by e-mail.																	
(K) FFPR plans should be submitted to GDOT Office Engineering Services and this distribution list (for scheduling FFPR) no later than 28 weeks prior to Letting.																	
(L) For GDOT Let projects only, submit Corrected FFPR Plans 18 weeks prior to Letting; also include pdfs of all construction plans, project-specific special provisions, soil reports, BFI's, a copy of the current CES estimate, and earthwork calculations for preparation of the Department's Final Plan Cost Estimate and for verification that all FFPR comments have been implemented. If any FFPR comment is not implemented, this submittal will also include an annotated FFPR report which includes a detailed explanation below each comment not implemented. This explanation should include a timeframe by which the comment will be implemented.																	
(M) PM will (NPW) place pdf of construction plans on Pccommon in a subdirectory named "\\(Project PI)\Final Corrected Plans(date)\\" or (PW) refer to the FFPR Process Workflow Document on the ProjectWise web page.																	
(N) Completed Final Plans are submitted to the GDOT Office of Construction Bidding Administration and this distribution list 10 weeks prior to Letting.																	
(O) A list of submittal requirements is provided on the "Designer's Checklist for Plans Submittal" located under "Category: Bidding Administration" at http://www.dot.ga.gov/PS/DesignManuals/DesignResources. For projects that require an NOI, include 2-HS/2-11"x17" sets of ESPCP only with required Georgia Construction Standards and Details. If GDOT Contractor is responsible for utility relocation, include 1-HS/1-11"x17" set of utility relocation plans. The GDOT Office of Construction Bidding Administration will submit the ESPCP, and NOI to GaDNR/EPD.																	
(P) Only for projects that include lighting.																	
(Q) (NPW) Refer to EPP Quick Reference on ROADS web page or (PW) refer to Use on Construction workflow document on the ProjectWise web page.																	
(R) PM will coordinate with District Utilities office prior to printing plan sets, and ensure that plans sets are provided to the District Utilities Office per their request.																	
(S) For submission of R/W plans, for review & approval & for revised R/W plans, refer to the Electronic Plans Process (EPP) Quick Reference on ROADS web page under "Design Related Links and Resources" or (PW) refer to the RW Plans Workflow Documents on the ProjectWise web page. In addition, notify OES for first submission - R/W plans will be available in ProjectWise																	
(T) All UOC plan revisions shall be sent from the GDOT Project Manager to the contractor's corporate headquarters.																	
(U) Final Plans will be sent to FHWA by the Office of Construction Bidding Administration.																	
(V) Only for projects with railroad tracks within 250 feet of project limits.																	
(W) Part of the District Estimator package. Should also include CES print out, Earthwork calcs, SP 108.08, SP 150.11, SP 107.23, and Environmental Resource Impact Table.																	
(X) For projects that require an MS4 Post Construction Stormwater Report, a Non-MS4 Detention Report, or an Ecology Post Construction Stormwater Report, send a pdf of the plans to stormreports@dot.ga.gov. If there is any plan set which has post-construction BMPs but no stormwater report, send a pdf of the plans to stormreports@dot.ga.gov.																	
(Y) A PDF of the Revision Summary Sheet should be sent with the UOC Revision letter.																	
(Z) For projects requiring a Constructability Review, follow the PFPR column and provide plans at least two weeks before the Constructability Review Meeting.																	
(AA) Send to the District Office for the Construction Liaison to pick up. Send another set to the State Bridge Liason only if projects involve retaining walls (section 31 or 32), sound barrier (section 33 or 34), bridges (section 35), special design culverts (section 39), or overhead sign structures.																	
(AB) Address to srtaengineering@srta.ga.gov & atlengineering@atltransit.ga.gov for projects in the following counties: Cherokee, Clayton, Cobb, Coweta, Dekalb, Douglas, Forsyth, Fulton, Henry, Hall, Gwinnett, Paulding, or Rockdale County																	
(AC) V7/CAICE projects developed with the 24"x36" sheet size will submit half size to distribution.																	