

LOCAL LET PROCEDURES/STEPS FOR PM SUBMIT CFFPR THROUGH CONTRACTOR NTP

SECTION 1: PM SUBMIT CORRECTED FINAL FIELD PLAN REVIEW (FFPR)

1.1 PM SUBMIT CORRECTED FINAL FIELD PLAN REVIEW PLANS (PACKAGE)

For Local Let projects, the Local Public Agency (LPA) Engineer of Record (EOR) shall implement all Final Field Plan Review (FFPR) comments as well as any other necessary changes and will submit corrected FFPR plans to the Project Manager (PM) eighteen (18) weeks prior to the scheduled let date.

The LPA Designer will submit the following to the PM:

- (1) 1 - 11"X17" Corrected FFPR plans
- (2) PDFs of Corrected FFPR plans
- (3) Approved project specific special provisions
- (4) Accepted FFPR comments and responses
- (5) AASHTOWare_GDOT411 pdf
- (6) Earthwork Calculations, if applicable
- (7) Soil Survey, if applicable
- (8) BFIs, if applicable
- (9) WFIs, if applicable

The LPA, EOR and PM will ensure that they are following the Corrected FFPR Packages ProjectWise Workflow and Corrected FFPR request letter located on the R.O.A.D.S website.

Appendix 1

A. For ProjectWise Workflow: [Corrected FFPR Packages.pdf \(ga.gov\)](#)

B. FFPR Corrected Plans Request Letter:

- a. File path: Design Related Resources -> Category: Program Delivery -> TEMPLATE - Corrected Plans Submission Letter

The PM will submit the Corrected FFPR package to the District Program Manager (DPM) for review and signature. After the Corrected FFPR request letter has been signed by the DPM, the PM will submit the Corrected FFPR package to the Office of Engineering Services.

1.2 PM REQUESTS Plans, Specifications & Estimates (PS&E) PACKAGE

The PM will request the PS&E packages from Local Sponsor, no later than 16 weeks prior to letting. This request shall be made by using the following template letters located on R.O.A.D.S. at the following path: [ROADS/View Design Related Resources/Category:Program Delivery:LAP](#)

(1) PS&E Package Request – GDOT Request from LPA

(2) PS&E Package Checklist

(3) Bid Document Checklist

The LAP/EOR shall submit the PS&E package to the PM for review no later than 11 weeks prior to letting.

For PODI or FLAP Projects Only – the PM will submit the construction authorization request package to FHWA, which includes the PS&E package received from the locals.

The following template letter shall be used:

(1) PS&E Package Approval Request to FHWA

For Non PODI or FLAP Projects - PM will review and submit the PS&E package received from the locals to District Program Manager for approval, once approved the PM shall send the PS&E package checklist to Local Sponsor.

1.3 PM SUBMITS AMERICAN WITH DISABILITIES ACT (ADA) CERTIFICATION LETTER

The PM will submit ADA letter to Engineering Services Inbox: EngSrvc-Certificatio@dot.ga.gov

2.1 NOTICE TO PROCEED TO BID TO LOCAL GOVERNMENT

Once the PS&E Package is received from the Local Sponsor, the PM will then submit a form 1625 to request construction (CST) fund authorization. The requested amount shall be the amount of the designer's final cost estimate. It is preferred that the estimate comes in the format of an AASHTOWare attachment. The designer cost estimate should include the expected cost of the project including reimbursable UTL, E&I, and Oversight. *A good Rule of thumb for construction oversight is to apply an estimate \$10K per year for possible GDOT oversight, no contingency should be added.* The PM will ensure the final CST estimate is attached to the 1625 request. For federally funded projects, FHWA has 14 days to review the 1625 request. Once the package is approved, FHWA will approve the construction fund authorization request in FMIS; construction funds are then authorized. For Projects of Division Interest (PODI) or as requested, the PM will submit the PS&E package to Alvin Gutierrez (alvin.gutierrez@dot.gov), of FHWA, for review and concurrence.

2.2 BID RESULTS CONCURRENCE REQUEST

After construction funds have been authorized, the PM will issue the local sponsor notice to proceed (NTP) to advertise project for bid using the template letter **Notice to Proceed to Bid to Local Government***. The sponsor will then advertise project for bid and submit the bid tabulations and award package to GDOT PM for review and approval (DBE information must be included). PM will submit the bid tabulations and award recommendation to the District Construction office for review using the **Bid Results Concurrence Request*** template letter. The bid tabulations and award package are first reviewed by the District Construction Estimator who then will provide concurrence to the District Construction Manager; coordination with PM will take place if needed. The District Construction Manager will then submit approval letter or email with comments to the PM.

For PODI projects, upon District approval, the PM will submit bid tabulations, award package, and District concurrence to FHWA for review approval/concurrence.

2.3 BID EVALUATION FORM

Following the District's concurrence of the bid tabulations and award package, the PM will complete the **Bid Evaluation Form***. The information needed to complete the form is as follows:

- Number of bids
- Bid opening date
- Low bid contractor
- Low bid amount
- DBE percentage and requirement
- Low bid concurrence from District Construction Manager

Once the form is complete, the PM will submit to the District Program Manager (DPM) for review and signature. Once signed by the DPM, the PM will transmit form to the Office of Financial Management (OFM) at OFMProgramDevelopment@dot.ga.gov and copy William Dunwoody and Sharon Chapman in the Office of Construction Bidding Administration (CBA).

**Template letters can be found on ROADS at the following path: [ROADS/View Design Related Resources/Category:Program Delivery:LAP](#)*

3.1 1625 UPDATE

Based on the low bid amount, the PM may have to submit a revised 1625 to adjust the amount authorized for construction based on the following conditions:

1. **(Low Bid Amount < Initial 1625, reduce to Low Bid Amount)** – if the low bid award amount is less than the initial 1625, PM will submit a revised 1625 to reduce the construction amount to match the low bid, reimbursable utilities, E&I plus GDOT oversight amount.
2. **(Low Bid Amount > Initial 1625 but < STIP/TIP Amount, increase to Low Bid Amount)** - If the low bid amount is **greater** than the initial 1625 but **lower** than the TIP/STIP amount, PM will submit a revised 1625 to increase the construction amount to match the low bid, reimbursable utilities, E & I plus GDOT oversight.
3. **(Low Bid Amount > Initial 1625 and > STIP/TIP Amount, increase to STIP/TIP Amount)** – If the low bid amount is **greater** than the initial 1625 and is also **greater** than the TIP/STIP amount, PM will submit 1625 to increase the construction amount to equal the difference between the initial request and the low bid amount plus E&I, contingency, reimbursable UTL and oversight if requested by the local bid tabulation.

For additional 1625 submission instructions, please refer to the folder “1. 1625s”, located in the Manual of Guidance folder in the OPD Library.

3.2 CONSTRUCTION AGREEMENT PROCESSING

A construction agreement between the Department and the Sponsor must be executed before Notice to Proceed can be issued to the Sponsor. After 1625 approval, using the total amount awarded, as reflected on the Project Financial Report (PFR), the PM will draft the construction agreement. The PM will then request a contract ID to be used when routing the agreement through Contract Authorization Tracking System (CATS) as well as the Site Manager payment processing system. To receive the contract ID, the PM will email an UNEXECUTED copy of the agreement to William Dunwoody, State Transportation Office Administrator and Sharon Chapman, Office of Construction Bidding Administration Program Manager. They will respond with the assigned Construction Contract ID. Using the Contract ID received from CBA, the PM will enter the construction agreement into CATS and upload the construction agreement along with a signed cover letter from OPD office head for electronic routing. (*Refer to CATS tutorial*)

4.1 NOTICE TO PROCEED TO CONSTRUCT (NTP)

Once the construction contract has been executed, using the template letter ***GDOT Executed CST Contract Transmittal and Request for NTP Items****, the PM will request the locals send the following items to the District Construction Office:

1. Two (2) full-size and two (2) half-size sets of Final Plans.
2. Executed construction agreement between the Department and LG.
3. Executed contract between LG and approved low-bidding contractor.
4. Office of Materials (OMAT) – Approved Local Administered Project (LAP) Materials Quality Assurance Form for Local Let Projects signed by the Department’s Office of Materials and Testing (OMAT)

The District Construction Office issues the NTP to Construct letter to Sponsor and copies the PM.

4.2 SITE MANAGER ACTIVATION

PM will request activation of project in the Trns*port/SiteManger system. An email request including the following items will be sent to William Dunwoody, State Transportation Office Administrator and Sharon Chapman, Office of Construction Bidding Administration Program Manager:

- Executed Construction Agreement
- Bid Evaluation Form (*Do Not Submit the Bid Tabulations*)
- NTP to Construct letter to Sponsor

4.3 Sponsor issues NTP to Construct

The project Sponsor will issue Notice to Proceed (NTP) to their Construction Contractor. Once Notice to Proceed (NTP) is issued the Sponsor should send a copy of the documents listed below to validate the construction agreement between them and the Contractor to the Project Manager (PM):

- NTP from Sponsor to Construction Contractor
- Executed Construction Contract between Sponsor and Contractor

The Project Manager (PM) will place copies of documents in ProjectWise Contract folder PI#\Contract and send copies/ProjectWise link to:

- District Construction Engineer
- OFM via OFMProgramDevelopment@dot.ga.gov

Note: For PODI/FLAP Projects, Project Manager (PM) ensures copies are sent to FHWA Project Delivery Team Leader.

***Template letters can be found on ROADS at the following path: [ROADS/View_Design_Related_Resources/Category:Program_Delivery:LAP](#)**