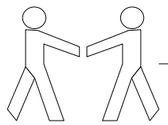
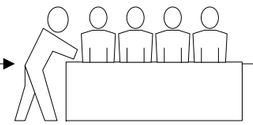
GEORGIA DEPARTMENT OF TRANSPORTATION
SUE SUBCONSULTANT PROJECT WORKFLOW

DECEMBER 2010



SUE SUBCONSULTANT (SUE SUB)
RECEIVES CONTRACT TO PERFORM SUE SERVICES ON PROJECT

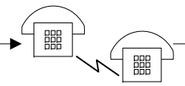


PRIOR TO BEGINNING WORK:

THE **SUE SUB** CONTACTS THE SUE TEAM, THE DUE, THE GDOT PM, AND PRIME DESIGN CONSULTANT TO SET UP A SUE KICKOFF MEETING WHICH WILL (TYPICALLY):

- BE HELD AFTER MAPPING AND SURVEY CONTROL ARE AVAILABLE
- VERIFY THAT THE PROPOSED SUE SCOPE IS APPROPRIATE
- ENSURE COORDINATION BETWEEN THE TEAM MEMBERS

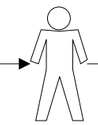
THE **PRIME** WILL BE EXPECTED TO TAKE MEETING MINUTES AND DISTRIBUTE TO ALL ATTENDEES TO ENSURE CONCURRENCE.



THREE DAYS PRIOR TO BEGINNING WORK:

THE **SUE SUB** WILL:

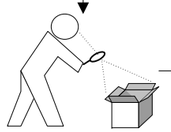
- NOTIFY IN WRITING (VIA E-MAIL) THE DUE, AREA ENGINEER, AND SSUE OF THEIR IMPENDING WORK
- COORDINATE AND PLAN FOR ANY SPECIAL TRAFFIC CONTROL REQUIREMENTS AND/OR PERMITTED FUTURE UTILITY INSTALLATIONS WITH THE AREA ENGINEER AND DUE, RESPECTIVELY
- DETERMINE IF THERE ARE FUTURE UTILITIES THAT ARE PROPOSED TO BE INSTALLED AFTER THE SUE INVESTIGATION
  - THESE UTILITIES SHALL BE SHOWN AND LABELED AS SUCH ON THE SUE DELIVERABLES
  - INFORMATION FOR THESE UTILITIES SHALL BE REFERENCED FROM UTILITY DESIGN RECORDS OR PERMIT INFORMATION.



DURING THE SUE INVESTIGATION:

THE **SUE SUB** SHALL BE RESPONSIBLE FOR NOTIFYING THE SSUE, DUE, PRIME DESIGN CONSULTANT, AND THE GDOT PM OF ANY UTILITY FACILITIES NOT INCLUDED IN THE ORIGINAL SCOPE.

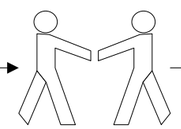
THE SSUE, DUE AND THE GDOT PM SHALL DETERMINE IF THESE ITEMS ARE TO BE INCLUDED IN THE ORIGINAL SUE SCOPE.



AFTER THE SUE SUB HAS COMPLETED THEIR INVESTIGATION AND THEIR WORK HAS GONE THROUGH THEIR AND THEIR PRIME'S INTERNAL QUALITY CONTROL/ASSURANCE CHECK:

THE **REQUIRED DELIVERABLES** SHALL:

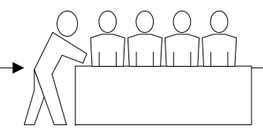
- BE SUBMITTED TO THE SUE TEAM FOR REVIEW AND ACCEPTANCE
  - AT A MINIMUM, COPY THE GDOT PM, PRIME, & DUE ON ALL CORRESPONDENCE
- FOLLOW THE CURRENT SUBMITTAL, REVIEW & ACCEPTANCE PROCESS TO ADDRESS ALL DEPARTMENT COMMENTS



UPON ACCEPTANCE OF THE SUE DELIVERABLES:

- THE SUE TEAM WILL NOTIFY ALL PARTIES WHERE TO FIND THE ACCEPTED SUE DELIVERABLES
- THE PRIME WILL PROPERLY INCORPORATE THE ACCEPTED SUE INTO THE CONSTRUCTION DRAWINGS THROUGH COORDINATION WITH THE GDOT PM
- THE DISTRICT UTILITIES WILL SEND OUT THEIR URPN LETTERS TO THE UTILITY OWNERS FOR VERIFICATION OF THE SUE INFORMATION TO COMPLETE THE 1ST SUBMISSION TO THE UTILITY OWNERS

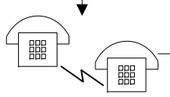
THIS COMPLETES THE SUE PROCESS FOR QUALITY LEVELS (QL) D, C, & B, AS APPLICABLE.



IF INCLUDED IN THE SUE SCOPE, ONCE THERE IS ENOUGH PROPOSED DESIGN INFORMATION:

THE **SUE SUB** WILL PERFORM A UTILITY IMPACT ANALYSIS (UIA) CONFLICT MATRIX TO IDENTIFY UTILITY CONFLICTS WITH THE PROPOSED DESIGN AND RECOMMEND QL-A TESTHOLES TO BE PERFORMED. THE UIA WILL FOLLOW THE SUBMITTAL, REVIEW, AND ACCEPTANCE PROCESS FOR FINAL ACCEPTANCE.

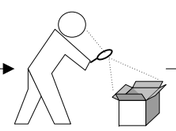
THE **SUE SUB** & **THE PRIME**, IN CONSULTATION WITH THE SUE TEAM, THE GDOT PM, THE DUE, AND ANY UTILITY OWNERS, WILL DETERMINE WHICH TEST HOLES WILL BE PERFORMED BASED ON THE UIA FINDINGS.



THREE DAYS PRIOR TO BEGINNING QL-A WORK:

THE **SUE SUB** WILL:

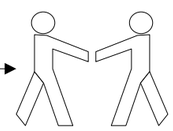
- NOTIFY IN WRITING (VIA E-MAIL) THE DUE, AREA ENGINEER, AND SSUE OF THEIR IMPENDING WORK
- COORDINATE AND PLAN FOR ANY SPECIAL TRAFFIC CONTROL REQUIREMENTS WITH THE AREA ENGINEER AND DUE, RESPECTIVELY



AFTER THE SUE SUB HAS COMPLETED THEIR INVESTIGATION AND THEIR WORK HAS GONE THROUGH THEIR AND THEIR PRIME'S INTERNAL QUALITY CONTROL/ASSURANCE CHECK:

THE **REQUIRED DELIVERABLES** SHALL:

- BE SUBMITTED TO THE SUE TEAM FOR REVIEW AND ACCEPTANCE
  - AT A MINIMUM, COPY THE GDOT PM, PRIME, & DUE ON ALL CORRESPONDENCE
- FOLLOW THE CURRENT SUBMITTAL, REVIEW & ACCEPTANCE PROCESS TO ADDRESS ALL DEPARTMENT COMMENTS



UPON ACCEPTANCE OF THE SUE DELIVERABLES:

- THE SUE TEAM WILL NOTIFY ALL PARTIES WHERE TO FIND THE ACCEPTED SUE DELIVERABLES
- THE PRIME WILL PROPERLY INCORPORATE THE ACCEPTED SUE INTO THE CONSTRUCTION DRAWINGS THROUGH COORDINATION WITH THE GDOT PM

THIS COMPLETES THE SUE PROCESS FOR UIA & QL A, AS APPLICABLE.

LEGEND

SSUE = STATE SUBSURFACE UTILITIES ENGINEER

DUE = DISTRICT UTILITIES ENGINEER

URPN = UTILITIES RELOCATION PROCEDURES NOTIFICATION