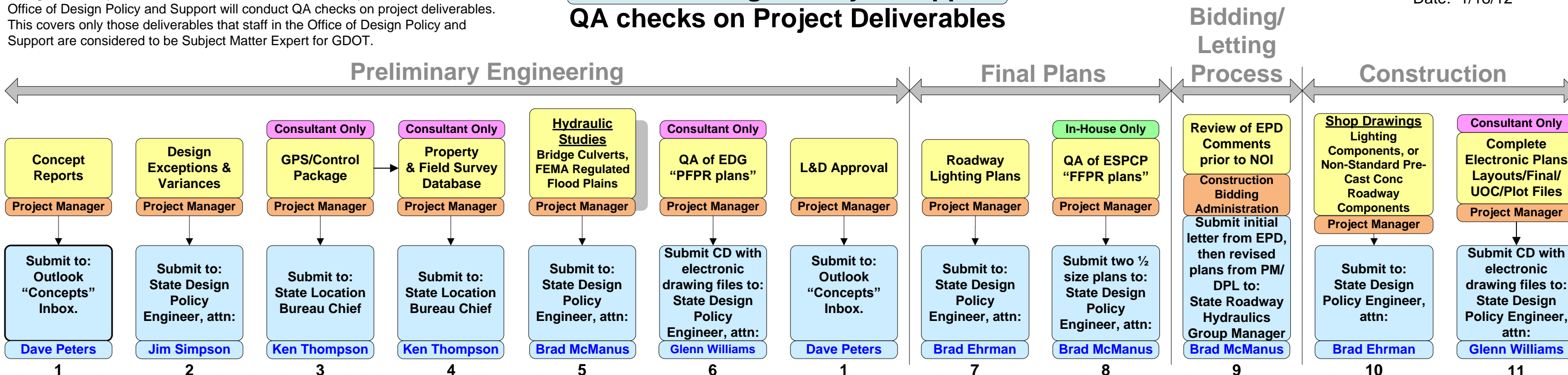


This guidance is provided to show where in the Plan Development Process the Office of Design Policy and Support will conduct QA checks on project deliverables. This covers only those deliverables that staff in the Office of Design Policy and Support are considered to be Subject Matter Expert for GDOT.

# Office of Design Policy & Support

## QA checks on Project Deliverables

Date: 1/18/12



**Notes:**

- All **Concept Reports, Revised Reports, and L&D Reports** are reviewed and processed by the State Conceptual Design Group Manager, for recommendation by Office Heads, concurrence by the Director of Engineer, and approval by the Chief Engineer. Comments from Offices will be sent to the Project Manager for addressing with the DPL or consultant prior to processing forward. Reports are checked for format, design policy, and completeness according to the PDP.
- All **Design Exceptions and Variances** are reviewed and processed by the State Design Policy Engineer, for recommendation by the Director of Engineering and approval by the Chief Engineer.
- The consultant's **GPS/Control Package** is submitted to the State Location Bureau Chief for compliance check with the Department's tolerance and quality standards prior to advancing to **Property & Field Survey Database** collection. The State Location Bureau Chief will notify the GDOT Project Manager by letter (email) if the consultant GPS/Control Package is within tolerance or not. A recommended course of action will be included if the GPS/Control Package is not within tolerance. Details of what is required from the consultant and how it is checked by GDOT are published in the GDOT Survey Manual (pages 82, 83 ), located on the R.O.A.D.S webpage at link: [GDOT Survey Manual - http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/SurveyManual/SurveyManual.pdf](http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/SurveyManual/SurveyManual.pdf)
- The consultant's **Property & Field Survey Database** is submitted to the State Location Bureau Chief for compliance check with the Department's tolerance and quality standards. The State Location Bureau Chief will coordinate with the Civil Software Group and CADD Standards Group for QA checks to include: InRoads Survey Data Processing, InRoads Photogrammetry, and CADD deliverables (Topo.dgn, Prop.dgn, UTLE.dgn). The State Location Bureau Chief will notify the GDOT Project Manager by letter (email) if the consultant's survey database is within tolerance or not. A recommended course of action will be included if the consultant's survey database is not within tolerance. If errors are found, resubmissions shall be submitted to the State Location Bureau Chief and shall include all initial submission deliverables and a response to all comments from the previous review. Details of what is required from the consultant and how it is checked by GDOT are published in the GDOT Survey Manual (pages 82, 83, and 123-125) and on the R.O.A.D.S webpage at links:  
[GDOT InRoads Survey Data Processing QA Checklist - http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/INROADS/Survey\\_Data\\_Processing\\_InRoads\\_QA.pdf](http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/INROADS/Survey_Data_Processing_InRoads_QA.pdf)  
[GDOT Photogrammetry QA Checklist: http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/INROADS/Photogrammetry\\_InRoads\\_QA.pdf](http://www.dot.ga.gov/doingbusiness/PoliciesManuals/roads/INROADS/Photogrammetry_InRoads_QA.pdf)  
[GDOT Electronic Data Guidelines: http://www.dot.state.ga.us/doingbusiness/PoliciesManuals/roads/Pages/Committee.aspx](http://www.dot.state.ga.us/doingbusiness/PoliciesManuals/roads/Pages/Committee.aspx)
- Hydraulic Studies** for bridge culverts and culverts within a FEMA regulated flood plain are submitted to the State Design Policy Engineer for review and concurrence.
- A Compact Disk (CD) containing the consultants project **MicroStation drawing files and plot files (pdf)** will be submitted to the CADD Standards Group for QA check on compliance with the Department's Electronic Data Guidelines (EDG). The CD is submitted as part of the submittal package for PFPR. The CADD Standards Group will provide comments to the Office of Engineering Services to be included in the PFPR report, discussed at field plan review, and addressed by the consultant.
- Roadway Lighting Plans** (if applicable) are submitted to the State Design Policy Engineer for review and concurrence. This review should occur concurrently with review of plans submitted for FFPR.
- Erosion Sedimentation Pollution Control Plans** (ESPSP) developed by GDOT engineers and submitted for FFPR are reviewed by the Roadway Hydraulics Group Manager or by Task Order Contract for compliance with NPDES Permit. Comments are provided to the Office of Engineering Services to be included in the FFPR report, discussed at FPR, and addressed by the designer/engineer.
- For projects that require a NOI, the Office of Construction Bidding Administration will forward a copy of EPD comments (on ESPSP) to the State Roadway Hydraulics Group Manager for review. After the DPL or consultant has addressed the EPD comments, the Office of CBA will forward one half-size set of revised ESPSP to the State Roadway Hydraulics Group Manager for review and concurrence that the DPL/consultant has adequately addressed EPD comments.
- During construction, **Shop Drawings** for Lighting structures, luminaries, and electrical diagrams, or non-standard pre-cast concrete roadway components such as drainage structures, are submitted to the State Design Policy Engineer for review and concurrence prior to incorporating into construction.
- At construction completion, A CD containing the consultants **complete final project MicroStation drawing files** will be submitted to the CADD Standards Group for QA check on compliance with the Department's EDG. Final drawing files should contain all conceptual layouts, public hearing layouts, final plan CADD files and Use-On-Construction plan revisions made during construction, and all plot files used to create the plan sheets. If it is determined that the consultants files are satisfactory, then the files will be placed on the Department's server for permanent record management.