

# 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)			FFPR Plans (C, K)			Corrected FFPR Plans (M)			Final Plans (O)				UOC Revisions		
		EN	HC	EN	HC	Ltr	HS	FS	Ltr	HS	FS	Ltr	HS	FS	Ltr	HS	FS		Ltr	HS	FS
<b>Non-GDOT Offices</b>																					EN = E-mail Notification HC = Hard Copy Ltr = Submittal Letter HS = half-size set of plans FS = Full-size set of plans pdf = pdf set of plans
FHWA (Full Oversight Projects) (A)	Rodney Barry (Division Administrator)		1			1	1		1	1					1	1		1			
Transportation Board Member	(name varies by Congressional District)		1		1																
Awarded Contractor	(name varies)																	1 (U)	2	2	
<b>General Offices (i.e., Atlanta)</b>																					
Bridge and Structural Design	Ben Rabun	1		1		1	1 (D)		1	1 (D)					1			1			
Construction	Marc Mastronardi					1			1				1		1			1			
Construction Bidding Administration	David Hoge													1 (P)		1					
Design Policy & Support, CADD Group	Brent Story/Glenn Robertson	1		1		Ltr & CD-CADD files (E)															
Design Policy & Support, Hydraulics Group	Brent Story/Brad McManus								1	2 (L)											
Design Policy & Support, Lighting Design	Brent Story/Brad Ehrman	1 (Q)		1 (Q)		1 (Q)			1 (Q)	1 (Q)				1 (Q)	1 (Q)			1 (Q)			
Design Policy & Support, Design Services Mgr.	Brent Story/Glenn Williams																	1 (R)			
Director of Engineering	Russell McMurry	1		1		1			1					1							
Engr. Services - Environmental Compliance Bureau	Lisa Myers/Eugene Hopkins								1	1				1	1			1			
Engr. Services - Estimating Section	Lisa Myers/Gene McKissick											1	2								
Engr. Services - Plan Review Section	Lisa Myers/Steve Matthews	1		1		1	2		1	2		1	1								
Environmental Services	Glenn Bowman	1		1		1	2		1	2				1				1			
Financial Management	"OFM Concept Reports" Inbox	1		1																	
Maintenance	Eric Pitts					1			1					1							
Maintenance - Landscaping Group	William Wright					1	1 (F)		1	1 (F)				1							
Materials and Research	Georgene Geary	1				1			1					1							
Office Administrator/Project Manager	(name varies by office)/PM	1		1																	
Planning	Cindy VanDyke	1		1																	
Program Control	Genetha Rice-Singleton			1																	
Right-Of-Way	Phil Copeland			1		1			1					1							
Roadway Design/Design Phase Leader	Andy Casey/DGM	1 (B)		1 (B)		1	1 (G)		1	1 (G)											
State Location Bureau Chief	Ken Thompson	1		1																	
State Subsurface Utilities Engineer	Jeff Baker/Jun Birnkammer					1	1 (H)		1	1 (H)				1				1			
Traffic Operations	Kathy Zahul	1		1		1	1		1	1			1	1 (N)		1	1	1			
Transportation Data	HighwaySystemsAdministrator@dot.ga.gov	1				Ltr/electronic plans (I)															
Utilities	Jeff Baker	1				1			1					1							
<b>District and Area Offices</b>																					
Area Engineer	(Name varies by Area)			1		1	1	1	1	1	1	1	1 (N)		1	2	2	1	2	2	
Construction Engineer						1		1	1		1		1 (N)		1		1		1		
District Engineer		1		1		1	1		1	1			1 (N)		1			1			
Environmental		1		1		1	1 (J)		1	1 (J)			1 (N, J)		1						
Planning & Programming Engineer				1																	
Preconstruction Engineer	(Name Varies by District)	1		1		1	1		1	1			1 (N)		1			1			
R/W Acquisition Team Leader																					
Traffic Operations Engineer						1	2		1	2			1 (N)		1	1		1	1		
Utilities Engineer		1				1	2 (S)		1	2 (S)			1 (N)		1	1 (S)		1	1 (S)		
<p>(A) Only for projects that are full-oversight with FHWA.</p> <p>(B) Only for projects designed by the GDOT Office of Roadway Design.</p> <p>(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 place pdf of the FPR package (all project-specific special provisions, etc...) on "\\Gdot-dfs\roaddesign\ReviewStore" in a subdirectory named "(Project PI)" and include a link to this location in the FPR request letter. Only the Office of Engineering Services will receive the package in hard copy form.</p> <p>(D) Only for projects that involve structures.</p> <p>(E) Only for projects designed by consultant, send one CD with project CADD files for QA check of EDG. Address to: CADD Standards Group.</p> <p>(F) Only for projects that will contain landscaping items in the plans and contract proposal.</p> <p>(G) Only on consultant designed plans managed by the GDOT Office of Program Delivery.</p> <p>(H) Only when SUE Investigation performed.</p> <p>(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 &amp; Profile sheets only, to attention: Michael Henry at mhenry@ga.dot.gov.</p> <p>(J) Only for projects where District Environmentalist is the NEPA Analyst.</p> <p>(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.</p> <p>(L) For QA Review of ESPCP, send 2 half-size plans to the Hydraulics Group within the Office of Design Policy and Support. Also include, the approved environmental document, draft NOI, current Green Sheet and Environmental Resources Impact Table, special provisions, and drainage and erosion control calculations. Only for projects designed by GDOT engineers. These reviews are not performed for consultant designed projects.</p> <p>(M) Submit 3-half-size Corrected FFPR Plans 18 weeks prior to Letting; also include pdfs of all construction plans, project-specific special provisions, soil reports, BFI's, 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.</p> <p>(N) PM will place pdf of construction plans on Pcommon in a subdirectory named "\\(Project PI)\Final Corrected Plans(date)".</p> <p>(O) Completed Final Plans are submitted to the GDOT Office of Construction Bidding Administration and this distribution list 10 weeks prior to Letting.</p> <p>(P) A list of submittal requirements is provided on the "Designer's Checklist for Plans Submittal" located under "Forms and Documents" at the <a href="http://www.dot.state.ga.us/doingbusiness/contractors/">http://www.dot.state.ga.us/doingbusiness/contractors/</a>. For projects that require an NOI, include 3-half size sets of ESPCP only with required Georgia Construction Standards and Details. The GDOT Office of Construction Bidding Administration will submit the ESPCP and NOI to GaDNR/EPD.</p> <p>(Q) Only for projects that include lighting.</p> <p>(R) Refer to EPP Quick Reference on ROADS web page under "Design Related Links and Resources".</p> <p>(S) 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.</p> <p>(T) For submission of R/W plans, for review and approval and for revised R/W plans, refer to the Electronic Plans Process (EPP) Quick Reference on ROADS web page under "Design Related Links and Resources". In addition, notify OES for first submission - R/W plans will be available on the R/W store.</p> <p>(U) All UOC plan revisions shall be sent from the GDOT Project Manager to the contractor's corporate headquarters.</p>																					