

**Standard:** TIA2014-DM1 - Field Plan Review Inspection for 100% TIA Projects

**Section:** Design Management

**Office/Department:** TIA

**Reports To:** Department of Transportation

**Contact:** 404-631-1693

The purpose of this document is to identify the procedures and the necessary documents required in order for Field Plan Review (FPR) Inspections to occur on 100% TIA Funded projects.

## Request for FPR Inspection

The FPR process for TIA projects will follow the decision flow as outlined immediately below.

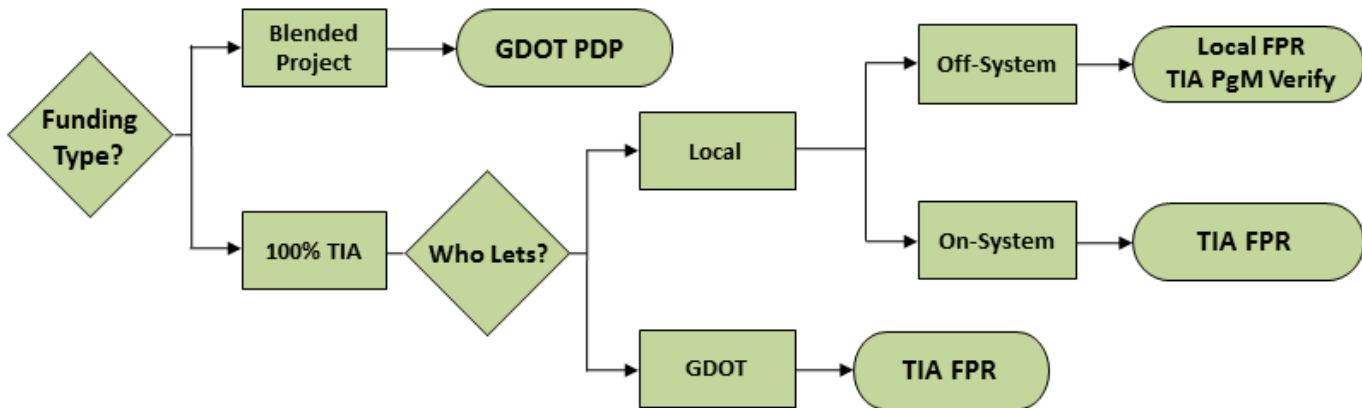


Figure 1-1 TIA FPR Guidance

Except with the approval of the Program Manager, a minimum of one FPR is required for 100% TIA funded projects. At the request of the Engineer of Record or TIA Project Manager and with approval from the TIA Program Manager, multiple FPRs may be held for complex projects or projects that have a large number of right-of-way or utility impacts.

In lieu of a 2<sup>nd</sup> FPR meeting and at the discretion of the TIA Project Manager, an e-mail plan review may be deemed sufficient.

## Scheduling FPR

### Off-System Projects

For Off-System projects that are local let, the local sponsor shall schedule and hold a FPR as they deem appropriate. The TIA Office can provide assistance if requested. If the local sponsor chooses to hold a FPR, one half size set of plans should be submitted to the TIA Project Manager prior to the meeting and the TIA Project Manager should be invited to attend the FPR.

For Off-System projects that are GDOT let, follow this Standard.

### On-System Projects

For On-System projects and/or GDOT let projects, the FPR request shall be submitted by the Engineer of Record or Local Sponsor to the Office of TIA a minimum of 24 weeks prior to the Right of Way Authorization Date and shall include all items listed in the TIA FIELD PLAN REVIEW INSPECTION REQUEST CHECKLIST.

The TIA Project Manager will determine the distribution list and at a minimum, the following individuals will be invited to the FPR: District Engineer, District Pre-construction Engineer, District Construction Engineer, District Traffic Operations Engineer and District Utility Engineer for projects with utility impacts. The EOR or Local Sponsor will distribute the FPR materials. FPR materials will include four (4) sets of half-size plans for the District, one (1) set of full-size plans for the District, and two (2) sets of half-size plans for the TIA Office.

If the project is on new location, the EOR is responsible for staking the centerline prior to the FPR meeting. If the project has a bridge, the EOR is responsible for staking bents, end rolls, etc. prior to the FPR.



# TIA Standard

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The TIA Project Manager will prepare the FPR Scheduling Letter, which will include the following:

- Project description,
- Time, date and location of meeting, and
- Identification of offices requested to send representatives.

## Participating in FPR

The FPR team members are expected to be familiar with the project, having reviewed the preliminary plans and specifications and environmental documents including the draft environmental commitments prior to the inspection, and are expected to contribute meaningful comments during the review. It is critical that as many problems as possible be anticipated and resolved at this time.

The FPR is not a formality, but rather an intense working and problem-solving session, bringing to bear the expertise of the participants, to resolve issues during plan development process and eliminate potential design rework and issues on construction.

The FPR team will review the design, plans and special provisions to assess the constructability of the proposed project.

Any part of the project design that determines the extent of the required ROW will be thoroughly reviewed.

Timely feedback to the FPR team and the timely resolution of all field plan review issues is critical for continued coordination and smooth plan development among the various responsible parties.

## FPR Meeting

For On-System projects and GDOT let projects, the Office of TIA will conduct the FPR. The TIA Project Manager will compile a list of review comments prior to the FPR. The comments will be discussed during the meeting and any additional comments that arise during the FPR will be added to the list. After the meeting, the TIA Project Manager will submit the list of comments to the EOR and Local Sponsor. During the meeting, the Program Manager and/or the District, as appropriate, should provide confirmation that the bridge layout, staked for the purposes of the FPR, was reviewed and fits the site in accordance with the proposed bridge location.

## Response to FPR Comments

The EOR or Local Sponsor will resolve and provide written responses to all FPR comments and submit those responses to the TIA Project Manager. The TIA Project Manager, along with appropriate Subject Matter Experts, will evaluate each comment from the FPR report.

Responses to all FPR comments will be written in full sentences and will clearly state the action taken or proposed to address the comment. If a comment requests a specific action and the TIA Project Manager determines that no action or different action will be taken, the response should be updated to clearly explain the TIA Project Manager's decision.

Upon completed FPR responses, the TIA Project Manager will submit the report to the Regional Coordinator and TIA Program Manager for concurrence. The TIA Project Manager will then distribute the responses to everyone listed in the FPR Report.

## Corrected FPR Plans

The plans and other appropriate documents will be modified, where necessary, to address issues discussed at the FPR. Comments that result in changes that affect ROW, construction limits and environmental resources should be addressed immediately to allow adequate time for approval. All other changes to the plans should be completed in the final plans phase.