The TIA Manual (revised 2025)

Transportation Investment Act of 2010

Georgia Department of Transportation

GDOT

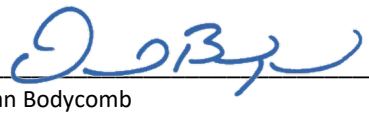
Georgia Department of Transportation

AECOM

The Transportation Investment Act (TIA) Manual

The Transportation Investment Act (TIA) Manual was prepared by AECOM for the Georgia Department of Transportation TIA Office in association with the Georgia Department of Transportation.

Recommended By:



3/5/2025

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TIA Program Manager

Approved By:

3/5/2025

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Table of Contents

1 Introduction

1.1 The Transportation Investment Act (TIA) Manual

The TIA Manual is the central coordinating document that describes the essential elements of the TIA Program.

1.2 Future Development of the TIA Manual

The TIA Manual is a living document that applies only to the TIA Program. The most updated version can be found on the TIA website (www.ga-tia.com) under Manual and Forms (TIA Manuals).

1.3 Purpose of the TIA Manual

The TIA Program contains two different types of project funding:

1. Regional: 75% of the Special Districts TIA proceeds are used to fund all projects on the Special Districts Approved Investment List. Georgia Department of Transportation (GDOT) is responsible for delivery of these projects.
2. Local: 25% of the Special Districts TIA proceeds are divided among all local governments within the Special District for use on transportation projects as determined by the local government (the discretionary funds).

Transportation Investment Act of 2010 – Approved Investment Lists

- Central Savannah River Area
- Central Savannah River Area – 2022 Renewal
- Heart of Georgia Altamaha
- Heart of Georgia Altamaha – 2022 Renewal
- River Valley
- River Valley – 2022 Renewal
- Southern Georgia
- Southern Georgia – 2024 Renewal

The TIA Manual is the core document for defining how the TIA Program is managed and is intended to provide high-level guidance necessary to deliver the projects efficiently and effectively on the Approved Investment Lists. For any specific areas that are not included in the TIA Manual, please seek guidance from the Program Manager (PgM).

When using the TIA Manual, it is important to know the administering entity and the project's fund sources. TIA projects are administered either by a local government or by GDOT/TIA. Projects may be entirely TIA funded or may have mixed funding sources including federal, state, or local funds.

- **Locally Let (Administered) projects** are projects administered by a local government entity through an agreement with GDOT. These projects are typically 100% funded by TIA and are off-system projects. The local authority is responsible for certifying these projects.
- **GDOT/TIA Let projects** are projects administered by either the TIA Office or the Office of Program Delivery. These projects may be either solely TIA funded or may be blended with other fund sources. GDOT is responsible for certifying these projects.
- **Blended projects** are those projects that have a mixed funding sources and may include federal, state, or local funding and depending upon the funding sources will follow the appropriate process as identified by the TIA Manual. In general, projects funded with Federal funds will follow the GDOT Plan Development Process (PDP) while projects without Federal funds will follow the TIA Manual.

In the event of a conflict between the TIA Manual and any individual contract, the legally binding contractual agreements will prevail.

Regardless of whether the roles and responsibilities are defined by this TIA Manual or a contract, the PgM, with the concurrence of GDOT, determines whether costs associated with the delivery of a project are eligible for payment or reimbursement using TIA funds. It is the burden of the designer to justify costs that are not in the agreed-upon and executed scope.

1.4 Intended Users of the TIA Manual

The audiences for this document include GDOT, participating counties and municipalities, consultants, contractors, utility owners and advisors.

2 TIA Program

2.1 Program Goals and Objectives

The goals and objectives of GDOT in delivering the projects included in the TIA Program are:

- Support Georgia's economic growth and competitiveness through transportation improvements,
- Improve access to jobs,
- Reduce congestion costs,
- Improve efficiency and reliability of commutes,
- Ensure more efficient and reliable movement of freight, cargo, and goods,
- Improve interregional connectivity,
- Support local connectivity to statewide transportation network, and
- Maximize the value of Georgia's transportation assets: optimize capital asset management as well as flow of people and goods through the network.

2.2 Program Requirements and Regulations

The TIA Program is a "project driven program" designed to fund projects that have limited or no funding but are significant to each Special District. Each Special District project list reflects prioritized decisions that have been made by local elected officials and the public. GDOT is prepared to deliver these transportation improvement projects in these Special Districts by implementing a streamlined delivery process that will assure strict attention to project delivery, budgets, and schedules. This process will incorporate coordination with Regional Commissions and local governments and will demonstrate transparency and accountability to the Special Districts, Citizens Review Panels (CRP), and the public.

The projects in the Approved Investment Lists constitute the program for each Special District. The fundamental elements of the management of the budget, schedule, execution, and delivery of the projects contained in this list are:

- All projects must be delivered for each Special District.
- The project budgets are defined in the Approved Investment List(s) and are the amount of Special District transportation sales and use tax proceeds (TIA funds) available for the project. Therefore, projects will be designed and constructed to budget. GDOT is not responsible for supplementing or providing any additional funds unless otherwise shown in the Approved Investment List(s).
- Projects will be delivered on a 'pay-as-you-go' basis or as approved by GDOT should other funding be provided from a sponsor. GDOT is responsible for determining when a project or project phase is initiated if TIA funds are required for the phase.
- The obligation for payment/reimbursement is limited to the amount of TIA funds available. Eligible Project Costs, as defined in O.C.G.A. § 48-8-242(2), and in the Intergovernmental Agreement (IGA) between Georgia State Financing and Investment Commission (GSFIC) and GDOT, will be paid/reimbursed to the sponsor and/or consultant/contractor upon the completion of:
    - Project element or project is complete, and invoicing is submitted to GDOT,
    - GDOT's certification of invoices to GSFIC,
    - GSFIC's approval of GDOT's certification, and
    - GSFIC's payment/reimbursement to GDOT.

To define the limitation of tax funds and payment obligations of GDOT to any entity under contract with GDOT relating to the TIA Program, all contracts will include the following or similar provisions:

1. The parties acknowledge that the program is one hundred percent (100%) funded with Special District transportation sales and use tax proceeds collected pursuant to the Act, and that GDOT's payment obligations related to the program and project are strictly limited as set forth herein. The parties further acknowledge that no entity of the State of Georgia, other than GDOT, has any obligations to the consultant/contractor related to this program or project.
2. The obligation of GDOT to pay or reimburse any incurred cost or pay any lump sum cost, is expressly limited to the amount of Special District transportation sales and use tax proceeds remitted to GDOT by GSFIC and designated by GDOT for the program in general and the project specifically. This agreement does not obligate GDOT to make any payment to the consultant/contractor from any funds other than those made available to GDOT from the Special District transportation sales and use tax proceeds by GSFIC and designated by GDOT for the program in general and the project specifically. In the event the funds made available to GDOT from the Special District transportation sales and use tax proceeds are insufficient for the program and project as designated by GDOT, GDOT's payment obligations shall not exceed the availability of such Special District transportation sales and use tax proceeds. GDOT shall have the right at its sole discretion to terminate this agreement immediately upon notice to the consultant/contractor without further obligation of GDOT to the extent that the obligations exceed the availability of such the Special District transportation sales and use tax proceeds for the program and project as designated by GDOT. GDOT's certification as to the availability of the Special District transportation sales and use tax proceeds as designated by GDOT for the program and project shall be conclusive.

2.3 Program Management Workflow

To determine the approach and procedures to deliver TIA projects, users must understand the standard workflow as shown in Figure 2-1. Procedures are based on these primary questions:

- What is the funding source?
- Who is Letting the project to construction?

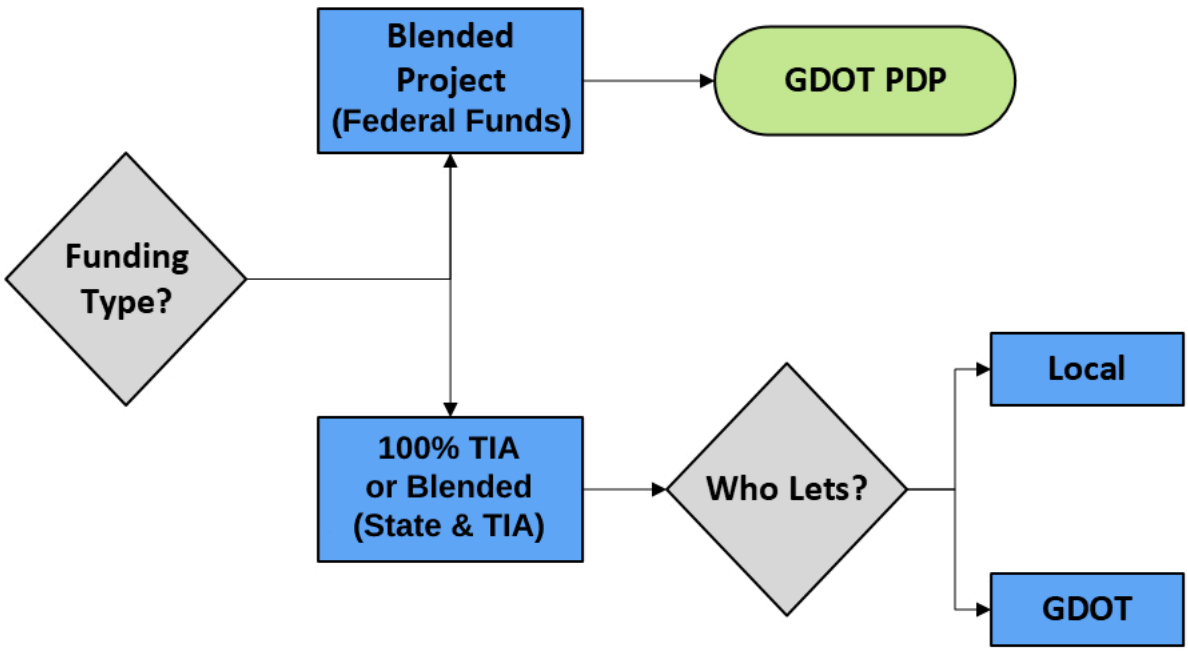


Figure 2-1 TIA Standard Work Flow

Projects that are a blend of TIA and Federal funding will follow the GDOT PDP Manual for those phases where blended funds apply. Procedures for projects that are 100% TIA or have TIA funds blended with State funds will follow this TIA Manual and will further depend on whether the project is let to construction by GDOT or the Local Government sponsor and whether the project is part of the GDOT managed roadway. For GDOT Let projects that are 100% TIA funded, the TIA PgM will be involved with document reviews. For Local Let projects that are 100% TIA funded or blended with State funds, the local sponsor is responsible for certifications.

2.4 Disadvantaged Business Enterprise (DBE), Small Business, and Veteran Owned Business

All projects in the TIA Program that include federal funds will adhere to existing GDOT DBE participation goals and are subject to all oversight in that regard.

On May 17, 2012, the GDOT, acting by and through its Board, passed a Resolution that:

1. Reaffirmed its commitment to Title VI of the 1964 Civil Rights Act of nondiscrimination in the delivery and management of TIA funded projects; and
2. Encouraged the use of DBE's (including minority and woman-owned businesses), small businesses, and veteran-owned businesses in any project that is funded in whole or in part by TIA funds, and encouraged wherever practical and feasible, the Local Government, or governments, that manage TIA funded projects to include the same in its delivery and management of a project.

Reference to this resolution shall be included in all 100% TIA funded projects contracts regardless of Letting responsibility. Contractual requirements will further detail reporting requirements.

3 Program Delivery

3.1 Management Authority

O.C.G.A. § 48-8-249 and the IGA delegates to GDOT the management of the budget, schedule, execution, and delivery of the projects contained in the Approved Investment Lists "for all transportation projects except bus and rail mass transit systems and passenger rail in any Special District the boundaries of which are not wholly contained within a single Metropolitan Planning Organizations (MPO)."

GDOT is responsible for delivering the projects in all Special Districts which voted to levy the Special District transportation sales and use tax. O.C.G.A. § 48-8-249(c) requires GDOT to determine if a project design and construction should be managed by GDOT, a Local Government, or another public or private entity. Once that determination has been made, the project must be implemented in accordance with applicable Federal, State and local requirements. It is critical that projects be delivered in the most cost-effective manner possible as to maximize the use of the available TIA funds.

GDOT will coordinate with the Local Governments to determine their interest in project delivery. Each Local Government wishing to deliver a TIA project must complete the Local Project Delivery Application as required by O.C.G.A. § 48-8-249(c) for each project. At GDOT's discretion, delivery by Local Governments may be by phase or by the entire project. Upon review and approval by GDOT, a project specific contract defining the responsibilities of GDOT and the Local Government for delivery will be executed.

3.2 Roles and Responsibilities

GDOT's organization chart, which includes the TIA Office, can be found on GDOT's website:

https://www.dot.ga.gov/AboutGeorgia/Documents/OrgChart.pdf

3.2.1 Program Team Members and Responsibilities

Key entities of the TIA Program team include:

- Georgia Department of Revenue (GDOR)
- Georgia State Financing and Investment Commission (GSFIC)
- Transportation Investment Act (TIA) Office
- Program Manager (PgM)
- Consultants (Construction Engineering and Inspection [CEI], Design Consultant [DC], Engineer of Record [EOR])
- Local governments
- Contractors

The following graphic (Figure 3-1) depicts the role of each team member. CRPs provide oversight of the TIA Program. The Regional Commissions support the CRPs and provide a forum for the Special Districts to address issues of a regional significance that may occur.

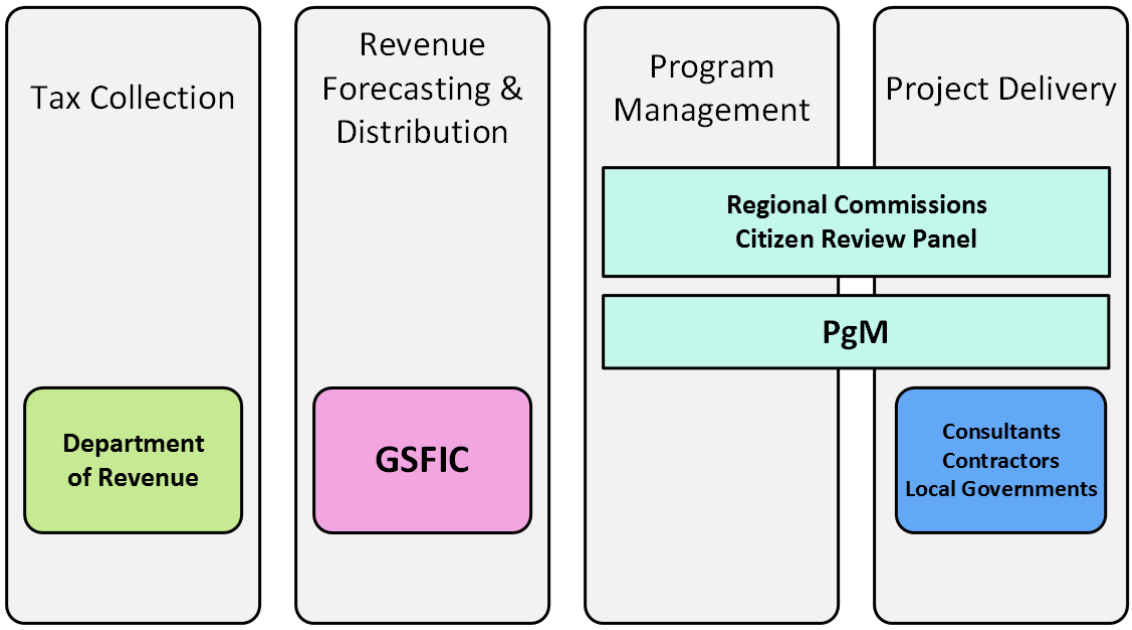


Figure 3-1 TIA Program Agency Roles

There are many GDOT offices, as well as other State offices and agencies that support the core team with the delivery of the Program. Detailed roles and responsibilities for each GDOT Office can be found on their website (https://www.dot.ga.gov/GDOT/Pages/Offices.aspx/). Coordination with other agencies will include, but are not limited to, the following:

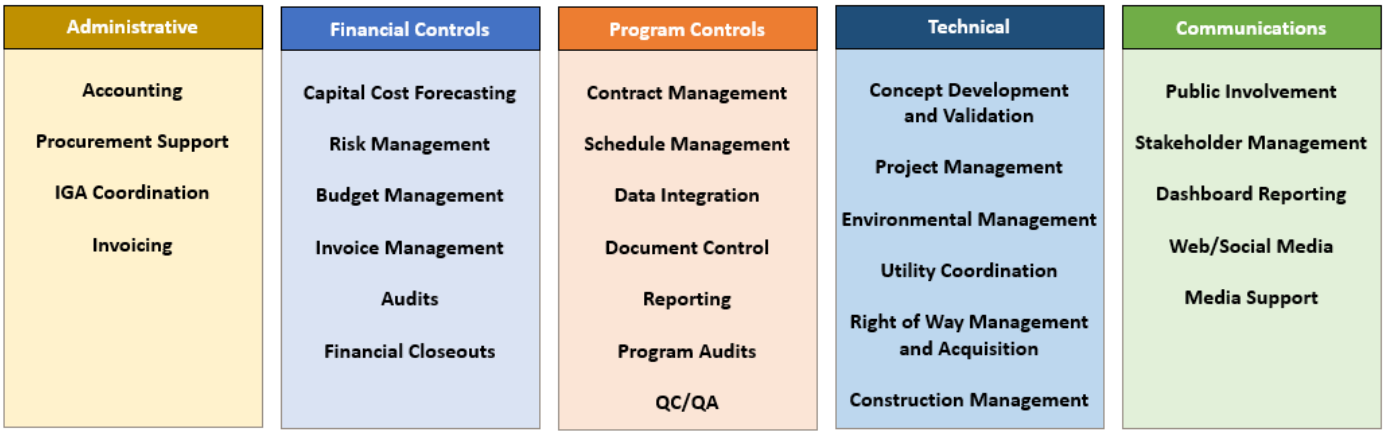
- Georgia Department of Natural Resources (GDNR) - Wildlife Resources Division (WRD) and Environmental Protection Division (EPD)
- U.S. Department of Transportation, Federal Highway Administration (FHWA)
- U.S. Army Corps of Engineers (USACE)
- Federal Emergency Management Agency (FEMA)

3.2.2 Key Management

The PgM will report directly to the State TIA Administrator and oversees overall management of the PgM services and personnel to ensure that the management activities are conducted in accordance with the TIA Manual, the Act, and the contractual provisions between GDOT and the PgM. As the principal contact with GDOT, the PgM is responsible and accountable for the successful completion of the PgM contract within the agreed scope, which includes the requirements of being within budget and on schedule. The PgM is supported by a Program Team consisting of pre-construction managers, Construction Managers (CMs), program controls specialists, Subject Matter Experts (SMEs), and administrative support staff.

3.2.3 PgM Responsibilities

The following blocks provide an overview of PgM's duties:



The PgM assists with developing the strategy best suited for the successful delivery of the Program. The PgM provides collaboration, guidance, and acceptance of schedules, and reliable cost estimates to GDOT. The PgM maintains the Master Program Schedule, the cash flow model, and communicates program status through dashboard reporting.

It is the PgM's responsibility to ensure that proper coordination is occurring between the EOR, Local Government, GDOT and all other project team members involved in each of the projects. In conjunction with GDOT, the PgM will determine the frequency of project status meetings to ensure effective management of the projects.

For projects that are 100% TIA funded or TIA funded blended with State funds, the PgM will manage the scope, schedules, and budgets for of all projects in each Special District; keep GDOT well-informed of the progress of the projects through all phases; obtain approvals and certifications, complete close-out documents, properly address warranty items; and serve as Project Manager (PM) on projects as directed by GDOT.

For blended projects with Federal funds, the PgM will coordinate with the GDOT designated PM, and manage the project schedule and cash flow.

3.2.4 Certifications

For all TIA funded projects, the PgM is responsible for compiling all certifications and information required from the project delivery team prior to beginning subsequent project phases or project Letting. Responsibilities related to certification of environmental compliance, utility clearance, and Right of Way (ROW) can be found in the applicable sections of this manual.

3.2.5 Project Cost Estimates

TIA budgets presented on the Approved Investment Lists include all costs associated with administration, design, construction, construction inspection, and material testing necessary to complete the project. The total cost to the project must be less than the budget, and funds must be available for payment at the time each element of the work, or portion of the work, is complete. At each phase of design development, the EOR will produce an engineer's estimate. The PgM will review these estimates, establish contingencies, monitor cash flow, and evaluate impacts to the program. The PgM and the EOR will work together to modify the scope as necessary to deliver the project in a manner which meets the intent or predetermined benefit for the project.

3.2.6 Band Change Requests

The 10-year funding span for each Special District is divided into three bands, as detailed below, and each project is assigned a band. The projects are to be let to construction in their original band unless the band change requested by the local governments using the Band Change Request Procedure is followed and approved by the TIA Administrator.

TIA 1:

HOGA, RV, CSRA
Band 1 – January 2013 – December 2015
Band 2 – January 2016 – December 2019
Band 3 – January 2020 – December 2022

SG
Band 1 – October 2018 – September 2022
Band 2 – October 2022 – September 2025
Band 3 – October 2025 – September 2028

TIA 2:

HOGA2, RV2, CSRA2
Band 1 – January 2023 – December 2026
Band 2 – January 2027 – December 2029
Band 3 – January 2030 – December 2032

4 Communications Management

4.1 General Policies

4.1.1 Conflicts of Interest

TIA PgM, consultants, and contractors shall adhere to policies and provisions of O.C.G.A. § 45-10-20 through § 45-10-28 relating to Conflict of Interest.

For the purposes of the TIA Manual, the definition of "consultant" shall include consultants, Local Governments, and contractors. All references to consultant services shall include all services provided by Local Government or the contractor.

4.1.2 Communications Management Policy

The primary contact for all public relations matters shall be the PgM. Only the PgM, or their authorized TIA communications manager, and individuals specifically authorized by GDOT, may engage in discussions about the TIA Program with external third parties, including but not limited to members of the press and other media, government, and the general public. No other individual or inside party shall speak on behalf of the TIA Program, its projects, and related interests unless specifically designated to do so. Individuals may be contacted by outside parties or the media requesting information about the TIA Program. To avoid providing inaccurate, incomplete, or otherwise sensitive information to outside sources, all inquiries regarding the TIA Program must be directed to the PgM. Non-intentional disclosure, or any

other contact with public and press entities, must be reported along with the subject matter discussed and contact information for all participating parties.

Individuals and inside parties are also prohibited from disseminating information and discussing any matters related to the TIA Program, directly or indirectly, without prior approval of the PgM or GDOT, via traditional, new or developing mediums. This includes both personal and company social media platforms, online forums, digital written, and verbal communications. Response and reaction via the aforementioned mediums are also subject to all regulations as documented by this policy.

Communications procedures are designed to support all program functions by ensuring smooth communications among all participants and organizations.

Except for matters contractual in nature as specifically spelled out in a consultant or contractor's contract, all communications regarding the TIA Program shall be addressed to:

GDOT TIA Office
State TIA Administrator – 11th Floor
One Georgia Center
600 West Peachtree Street
Atlanta, GA 30308

5 Scope, Budget, and Schedule Management

5.1 Design to Budget

All projects will be designed and constructed to the project budget as established in the Approved Investment Lists. Each project must be delivered as presented in the Special District's Approved Investment Lists. The project scope shall be based on the work necessary to achieve the stated public benefits while staying within the project budget. Non-regional projects may not have a public benefit identified on the Approved Investment List.

The EOR shall take a practical design approach to provide the most cost-efficient design possible that satisfies the project scope and budget.

Should a project budget be determined to be insufficient, the EOR will have flexibility, with PgM concurrence, to modify certain project elements to reduce project cost as necessary to bring the project into alignment with the budget. However, the project should still meet the description from the project list or would need approval from the CRP. The cost estimate at the concept stage should identify any scope reduction that would cause the project benefits not to be satisfied. At a minimum, cost estimates will be evaluated at project milestones throughout the development process to track cost to complete budget requirements.

Below is the order of precedence of project elements that the EOR should use in designing to budget without compromising applicable engineering guidelines and standards. The list starts with the most important elements to the least critical:

- Safety features
- Structural members and appurtenances
- Operational features
- Pavement structure
- Typical sections
- Aesthetic and enhancements (unless necessary to satisfy the stated benefit)

The PgM will ensure the project is designed and constructed within budget as shown in the Approved Investment Lists. The PgM, with GDOT's concurrence, is responsible for approving the use of project contingencies regardless of the Letting responsibility.

5.2 Project Schedules and Cash Flows

TIA Projects must be let to construction within the designated band. An initial cost estimate shall be included with the Concept Report. The EOR shall submit a detailed project schedule once the Concept Report is approved. The PgM maintains the Master Program Schedule, and the consultant provides the project specific schedule details that conform to the master schedule. The consultants and contractors must include major milestones and activities with sufficient details and of reasonable durations to properly describe and manage all phases of the Work. The PgM will review the impacts of the project cash flow prior to recommending concept reports for approval.

TIA projects following GDOT's Plan Development Process (PDP) may require the development of a project schedule in compliance with Section 4.5 of the PDP. Those projects may include, but not be limited to, those with federal funding, federal action or managed by the Office of Program Delivery.

5.3 Program Development and Monitoring

5.3.1 Cost Estimate Reviews

For GDOT Let projects, the EOR is required to prepare the project cost estimate using AASHTOWare and submit it to the PgM at each project milestone (at a minimum annually) or as necessary when the project cost significantly changes. The project PM will set up the AASHTOWare cost estimate in the system. The PgM will review estimates for compliance with the established project budget and coordinate scope changes and project contingencies with the EOR. The PgM will ensure that estimates accommodate administrative, testing, CEI services and other appropriate costs.

Prior to each project submittal, the PgM will review the AASHTOWare estimate for accuracy.

Additionally, for GDOT Let projects with Federal and/or State funding, the EOR will be required to provide updated cost estimates to the Office of Engineering Services. These updated cost estimates for ROW acquisition, utility relocations and construction are required annually and in addition to those required at projects milestones. Refer to the guidance found in Section 6.4.14 of the PDP.

Cost estimates for Section 404 environmental mitigation shall be estimated based on data provided in OES's *Mitigation Costs Per Watershed* reference table, found on the OES Sharepoint Site. Please note that this link is available to Environmental consultants and GDOT staff with access to the OES Sharepoint Site. Please communicate with TIA Environmental Coordinator if access is needed.

5.3.2 Value Engineering (VE)

Formal VE studies are not required on 100% TIA funded projects. However, there is a value component involved with all TIA projects. VE Studies may be required on Federally funded TIA projects and should follow the guidelines as referenced in the PDP. The PgM will determine if a VE is appropriate on a project-by-project basis.

6 Risk Management

6.1 Risk Management Activities

Risk management supports a proactive approach to decision making in the project through identification, analyses, and responses to project risks. It promotes quantification of project uncertainty and includes maximizing the results of positive events and minimizing the consequences of adverse events.

The Program's risk management policies are based on the "Practice Standard for Project Risk Management" published in 2009 by the Project Management Institute, and International Standard ISO 31000:2009 titled "Risk management – Principles and guidelines."

As the Program has, and continues, to evolve, the project and programmatic risk profiles will change. The PgM's approach to risk management is to perform risk assessments of the projects and the Program, quantify risk at the project, region and program level, incorporate awareness of project risk exposure on the cash flow and its potential consequences, actively employ risk mitigation measures in the management of the Program, report on the major risk issues to GDOT management, track progress of risk mitigation efforts, and incorporate lessons learned from previous risk assessments continuously throughout the Program.

7 Procurement Activities

Procurement activities for TIA will consist of procurement of professional (including CEI) services, construction contract bidding, and other miscellaneous procurements that may be accomplished by bidding or other procurement methods.

7.1 Professional Services Procurement

GDOT procured professional services must adhere to all applicable State laws. Locally procured professional services must adhere to the procurement laws and regulations of the Local Government.

7.2 Construction Contract Bidding

7.2.1 Letting

For GDOT Let projects, Construction Bidding Administration (CBA) will advertise and receive bids for projects as per normal GDOT procedures.

On Local Let projects, project sponsors will advertise and receive bids as per the sponsors' normal Letting procedures.

7.2.2 Bid Review

For GDOT Let Projects GDOT Policy 2425-1: Bid Evaluation defines the internal procedures used to evaluate contractor bids for construction projects in GDOT administered Lettings. GDOT will tabulate bids and review the submitted bids for irregularities including, but not limited to, unbalanced bids. GDOT will compare the apparent low bid with the Engineer's Estimate and the project construction budget to determine ability to award the project. The State TIA Administrator will make a recommendation based on cash flow to GDOT whether to award, defer, or reject the apparent low bid.

For Local Let projects the Local Government is to submit bid tabs to the TIA Regional Coordinator (TRC) for review. The TRC will compare the apparent low bid with the local government Engineer's Estimate project budget and projected cash flow to determine the ability to award each project. The TRC will make a determination and provide a Notice to Proceed (NTP) to the Local Government provided the project is compliant and funds are available. Where possible and legally permitted, the TRC will provide the Local Government an opportunity to coordinate a resolution to budget issues on a project prior to rejecting bids.

7.3 Other Procurements

7.3.1 Environmental Permitting Mitigation

For projects where wetland, stream, or buffer mitigation credits are required, TIA PgM will work closely with the design team to identify needed credits. Upon determination of the required credits, the PgM will initiate the credit purchase process with GDOT OES following current standard practices of GDOT for the procurement of mitigation credits.

After the procurement is awarded, a purchase order will be issued to the appropriate bank(s). The bank(s) will submit necessary documentation and an invoice to GDOT OES, certifying transfer of credits, and a copy of communication to the USACE notifying of the transfer of credits. The PgM will coordinate with GDOT OES and GDOT Accounting to properly reflect TIA payment for the purchased credits.

It is important to note that all environmental commitments including mitigation credits must be complete prior to certification of Letting.

7.3.2 Right of Way (ROW)

The TIA PgM will work closely with the design team to identify needed ROW services and the most appropriate procurement approach considering the time and budget constraints of the project. Upon notification of the need for ROW services, the TIA Procurement Administrator will initiate the ROW procurement(s). The procurement(s) will be accomplished following current standard practices of GDOT for the procurement of ROW services.

Acquisition of ROW on GDOT Let projects may be delegated to the local agency if needed.

7.3.3 Plans, Specifications, Special Provisions and Final Estimates (PS&E)

The EOR is required to develop a complete PS&E package including all the required special provisions for the project.

The PgM will review the EOR's AASHTOWare estimate for compliance with the project budget.

On GDOT Let projects, final corrected plans will be submitted to the Office of Engineering Services (OES) as required by the GDOT Letting Schedule for processing projects.

7.3.4 Bid Package Development

For GDOT Let projects, the PgM reviews the PS&E package, checks the plans, obtains all required certifications and authorizations, and then provides the completed package to CBA for advertising, bidding and award as required by the GDOT Letting.

On Local Let projects, project sponsors shall submit the complete bid package to the PgM allowing 14 days for review and approval. Upon acceptance of the bid package, the PgM will give written notification to the sponsor that the PS&E package is acceptable to bid.

8 Contract Administration

8.1 Local Project Delivery

8.1.1 Local Delivery Application

GDOT created a Local Project Delivery Application for Local Governments interested in delivering their own projects. The application is to be completed by the Local Government, or their authorized representative, and submitted to GDOT for approval.

8.1.2 Local Delivery Agreement Milestones

The Local Delivery Agreement will typically contain language setting a schedule of expected milestone points that may include, but are not limited to:

1. Preliminary Engineering Activities – Concept Report Approval
2. Preliminary Engineering Activities – Field Plan Review (FPR) Approval
3. Right of Way – NTP
4. Construction – Notice to Advertise
5. Construction – NTP

No work on any phase of a project shall begin without a written NTP from GDOT to the Local Government for each of the above phases. If unforeseen conditions are encountered and an extension of the completion date is warranted, the Local Government may request in writing an extension of the completion date for written approval by GDOT.

8.2 GDOT Design Contracts

The PgM will manage the design process to ensure compliance with the scope, schedule, budget, and technical requirements. Refer to Section 12 - Design Management of this manual for more information on the Design Management responsibilities and requirements.

Design contracts are typically entered into between GDOT and the Consultant through a master agreement and individual task orders. Task orders are used to break the project down into smaller sections of work, using milestones, to simplify the negotiation process. The master agreement and task orders have contractual end dates. It is the responsibility of both the Consultant and the PgM to ensure that either the work is complete, or time extensions are issued prior to these expiration dates, if necessary.

Design contract compliance is monitored throughout the duration of the contract. For design contracts, progress and payment for services are tracked by the PgM in terms of progress achieved through plan development. If a consultant is found not to be in compliance with the contract, GDOT may withhold payment and/or stipulate the work be redone.

8.3 GDOT Construction Contracts

8.3.1 Compliance

For TIA projects, blended with Federal funds, and assigned to the Office of Program Delivery (OPD), OPD and District Construction personnel will administer TIA related contracts with support from the PgM.

For all other GDOT/TIA Office Let projects; construction contract compliance is monitored throughout the construction duration. Contractor progress and payment are computed based on amount of quantity constructed for each pay item. The CM, or designated CEI provider, will verify quantity of materials used on construction and certify that materials are listed on the Qualified Product List (QPL). The CM or designated CEI provider will enter progress into Site Manager or AASHTOWare Software, which is used to generate construction invoices.

For Local Let projects, the Local Government must certify the construction for reimbursement with TIA funds.

8.3.2 National Pollutant Discharge Elimination System (NPDES) Fees

NPDES fees are paid each month to the EPD of the GDNR for land disturbed as a result of projects awarded by GDOT. The fees are based on the amount of disturbed acreage.

For GDOT Let Projects CBA staff will process the NPDES fees and the PgM will review, process, and approve them for payment.

8.4 Supplemental Agreements

Supplemental Agreements may be initiated by the Local Government, Designer, DC, Contractor, PgM or GDOT. Supplemental Agreements must be approved by the PgM and GDOT for conformance with the project budget and scope of services regardless of Letting responsibility. All changes in contract amount due to Supplemental Agreements must be reviewed and approved by the PgM and GDOT to ensure compliance with project budget.

9 Environmental Management

9.1 Environmental Policy

GDOT and the PgM recognize that implementing the projects within this TIA Program may affect the natural, social, and/or human environment. GDOT and the PgM are committed to identifying and documenting environmental resources, obtaining applicable permits and authorizations, and avoiding/minimizing/mitigating impacts where possible as associated with program activities or works.

The TIA projects are required to follow an environmental process commensurate with the sources of funding, potential environmental impacts, and jurisdiction of Federal and State agencies. The environmental process is a multi-disciplinary effort that often requires consultation with many agencies and involvement with the public.

The responsible party for completion of the project's Environmental Deliverables shall have the experience and/or GDOT pre-qualifications or retain the experience and area class qualifications necessary to complete Local, State and Federal environmental processes to ensure that applicable environmental requirements are being met. It is important that the consultant is experienced in recognizing the environmental requirements associated with project funding source and determine the corresponding document types required.

9.2 Environmental Objectives of the TIA Program

All works for the Program shall seek to enhance the built environment and, during construction, to avoid/minimize/mitigate environmental impacts by:

- Ensuring the design and construction of the projects is undertaken in an environmentally responsible manner and in full compliance with the provisions of the relevant environmental statutory requirements,
- Identifying environmental resources, documenting, avoidance/minimization measures, and mitigating environmental impacts, or
- Committing resources to comply with the requirements, as presented in this TIA Manual.

9.2.1 Project-Specific Environmental Compliance

Environmental impacts associated with TIA projects may require the involvement of local, State and Federal agencies through approvals or permit obtainment. Examples may include, but are not limited to, impacts to vegetative buffers of State Waters (Buffer Variance [BV] application approvals from the EPD), impacts to Waters of the U.S. Section 404 of the Clean Water Act Permit approval from the USACE), and impacts to State and/or Federal protected species (coordination with the GDNR WRD and U.S. Fish and Wildlife Service [USFWS], respectively), and impacts to historic and archaeological resources (coordination with appropriate agencies and Tribes).

The funding type, Letting responsibility, and location of the project (on or off the GDOT State Route system) are important in the determination of environmental documentation requirements (see Figure 9-1 TIA Environmental Flowchart).

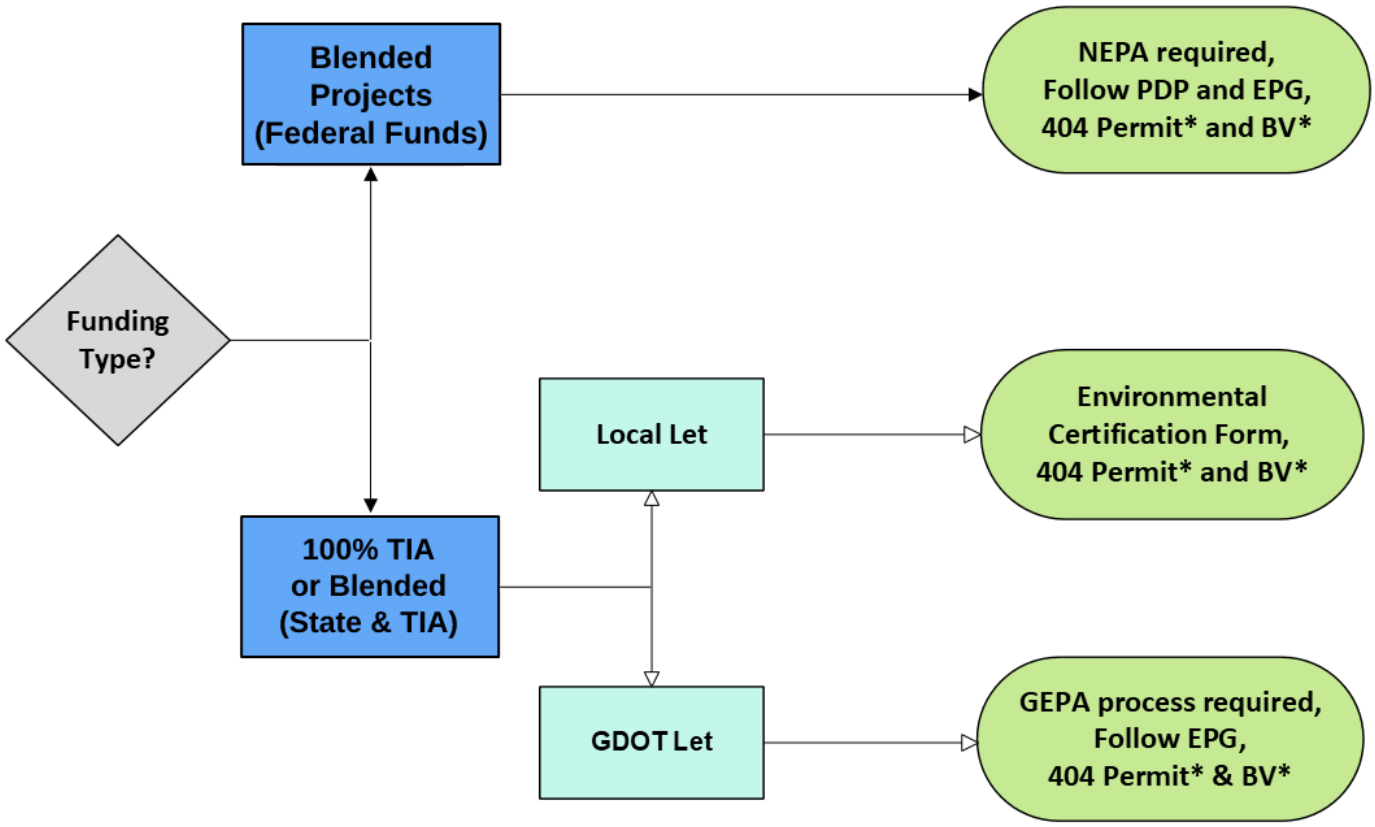


Figure 9-1 TIA Environmental Flowchart, *as applicable

- **Federal Funds**
  - Projects that use Federal funds (or blended with Federal funds) or have a Federal nexus (e.g., requiring Interchange Modification Report) fall under Federal jurisdiction with FHWA as lead federal agency and are generally required to comply with National Environmental Policy Act (NEPA) and follow the Environmental Procedures Guidebooks (EPG). These blended projects that include Federal money shall be coordinated through Office of Environmental Services (OES) and follow with FHWA approvals. For instance, projects that have an FHWA nexus (e.g., Federal funding or interstate interchange modification) are required to prepare documentation under the NEPA process (i.e. Categorical Exclusion (CE), Environmental Assessment (EA)/Finding of No Significant Impact (FONSI), Environmental Impact Statement (EIS)/Record of Decision (ROD) with GDOT OES approvals and TIA Environmental oversight.

- **State and/or TIA Funds**
  - Projects that are 100% TIA funded or TIA funded blended with State funds and are GDOT Let are required to follow the EPG and the GEPA process. The TIA PgM functions as GDOT OES for these projects and all coordination shall be through the TIA Office. The preparation of all environmental studies, GEPA documents (if project exceeds $100 M), and applicable permits must comply with the procedures outlined in the GDOT EPG. The consultant will conduct surveys and prepare all applicable environmental studies for the review and approval by the PgM and the GDOT TIA Administrator. The PgM will review all environmental documents and applications prior to transmittal to the applicable state or federal agencies. Additionally, the PgM will facilitate the purchase of all Section 404 Permit and/or BV mitigation credits on behalf of GDOT in coordination with OES (see Section 7.3.1 Environmental Permitting Mitigation). For GDOT Let projects all pre-construction environmental commitments must be completed in order for the PgM to complete the environmental certification for Let (at least 11 weeks prior to the

GDOT Let date). “Final Plans” are similar to lockdown plans to which there can be no changes to impacts of the Waters of the US or State protected buffers and environmentally sensitive areas (ESAs) once the submittal is made.

- Environmental Lockdown plans shall be provided for all projects requiring 404 Permits or Buffer Variance Applications, as these permits shall be based on such plans and be provided per the following submittal schedule:
  - 38 Weeks: Project requiring an Individual Permit
  - 31 Weeks: Projects requiring a Nationwide or Regional 404 Permit, Stream Buffer Variance or for any “Hot Button” changes for environmental. Refer to Section 6.1.3 of the PDP for additional guidance on “Hot Button” changes.
  - *Note: Lockdown plans with “hot button" changes included should be submitted 4 weeks ahead of the schedule noted above.*
- As these projects would be reviewed similar to the GDOT Program in coordination, where the TIA PgM submits documents to USACE through the USACE-GDOT Inbox at cesas-rd-gdot-esubmittal@usace.army.mil.

- **TIA Funded**
  - Projects that are 100% TIA or TIA funded blended with State funds and Local Let are required to provide the Environmental Certification Form (Link to City Cert.) (Link to County Cert.) and any permits/variances would be obtained with the local government sponsor as the applicant. For these types of projects, it is the responsibility of the sponsor or the sponsor’s duly authorized representative to complete the Environmental Certification Form, which certifies compliance with applicable Local, State, and Federal environmental requirements. Agency submittals would be in accordance with USACE Savannah District Guidelines as found at this link: https://www.sas.usace.army.mil/Missions/Regulatory/Electronic-Submittal-of-Applications.
  - It is the responsibility of sponsors of Locally Let projects that occur on a State Route to implement appropriate construction monitoring activities to avoid environmental non-compliance.

- If a TIA funded project shares common termini with a Federal funded project, then consultation with the GDOT PgM is required to determine if NEPA must be followed to protect the environmental decision of the adjacent project. In cases where an interchange is involved, there could be a Federal action, and consultation with the PgM is needed to ensure the appropriate process is followed. GDOT EPG describes in detail the policies and procedures of the Federal and State environmental processes.

Of note, projects that require a Section 404 of the Clean Water Act permit are required to be in compliance with Section 106 of the National Historic Preservation Act (NHPA) as well as Section 7 of the Endangered Species Act (ESA) for the resources under the jurisdiction of the USACE.

9.2.2 Environmental Strategy

An initial screening and project background research should be conducted as early as possible to determine the potential for environmental impacts.

The preparation of environmental deliverables is one step in a series of approvals for a project to achieve construction authorization. Early coordination with parties that have jurisdiction over the project will help clarify requirements and avoid unnecessary delays. Early coordination is the responsibility of the consultant team. Submittal of early coordination letters will go through PgM review. Early Coordination Letter templates for local, state and federal stakeholders can be found in the OES NEPA library, Sharepoint, and Guidebooks.

The responsible party tasked with completion of the project's environmental deliverables should identify critical path activities or risks in the schedule and manage these activities to expedite the delivery of the environmental documentation for environmental processes associated with the applicable GEPA, NEPA, and environmental permitting and approval processes. It is incumbent upon the party tasked with completion of the project's environmental deliverables to set an environmental schedule and coordinate with the PgM regarding implementation and execution strategy. There are a variety of environmental deliverables that projects may require depending upon the funding source and Letting authority. A formal environmental justice screening report would not be required for non-federally funded projects, however minority and low-income communities should be identified as part of the initial screening process and findings incorporated into the public involvement approach.

Efficiencies in the process should be considered and may include but are not limited to initiating ROW acquisition concurrently with the local environmental process to expedite project delivery. Elements of risk are inherent in allowing concurrent activities rather than the typical sequential activities; however, these risks must be identified and actively managed/mitigated by the project sponsor and environmental delivery team.

Consultants performing environmental surveys on the TIA Program shall always carry a current copy of the Field Survey Right of Entry letter during field work. During field work this letter shall be provided to property owners whose property could be accessed by field personnel within the project study limits. The Prime consultant will coordinate the Right of Entry letter which should be mailed out by the Prime consultant in advance of the field work. The Right of Entry letter is valid for six (6) months and would need to be resubmitted if additional surveys are required. Additional coordination may be needed if railroad ROW is present within the survey boundary and may require a separate notification and approval/permitting/documentation of training. Please work with your engineering team to determine the need to access railroad ROW during surveys.

- Right of Entry – Combined Surveys
- Right of Entry – Environmental Surveys

GDOT's TIA Office will have oversight responsibility for construction projects Let by GDOT. It is the responsibility of the PgM to ensure compliance with environmental commitments and NPDES permit requirements (pre-construction and during construction).

The consultant team should identify any localized needs and the potential for public outreach should be discussed with the PgM.

9.3 Environmental Responsibilities Overview

9.3.1 Permitting

Local, State, and Federal projects, regardless of Letting responsibility, are required to coordinate, as applicable, with the PgM and EPD regarding the NPDES permit requirements and to obtain BV encroachment approval for vegetative buffer impacts to State Waters and the USACE to obtain the appropriate Section 404 Permit for impacts to Waters of the U.S. and purchase associated mitigation credits.

For GDOT Let projects that are 100% TIA funded or blended with State funds:

1. The applicant will be the GDOT TIA Office, specifically the TIA Administrator and the PgM will serve as the point of contact for EPD and USACE.
2. The project environmental consultant will prepare and obtain Section 404 Permits and/or BV applications, working through the PgM environmental process.
3. Depending on funding/Letting the PgM will review all Section 404 Permit and BV applications prior to transmittal to the applicable regulatory agency. If PgM reviews permit applications, then PgM will transmit to agencies; if OES reviews, then OES will transmit to agencies; and if locally let, then local sponsor will transmit to agencies.

4. The PgM will facilitate the purchase of all Section 404 Permit and/or BV mitigation credits in coordination with GDOT OES. As noted in Section 5.3 above: *Cost estimates for Section 404 environmental mitigation shall be estimated based on data provided in OES's Mitigation Costs Per Watershed reference table, found on the OES Sharepoint Site.*

If the project is Locally Let, then the project sponsor is the applicant for all applicable Federal and State permits and approvals (e.g., BV, Section 404 Permit, etc.) and will purchase the appropriate mitigation credits. Refer to Figure 9-1 for other scenarios.

It should be noted that the Section 404 permit is a Federal action. Federal laws commonly encountered for TIA projects include: Section 7 of the Endangered Species Act, which requires documentation for impacts to federally listed threatened and endangered species and any designated critical habitat, and Section 106 of the NHPA which requires documentation of the archaeological and historic resources within the project's study area. For GDOT Let projects, any Tribal consultation will be coordinated through GDOT OES through the PgM. The PgM will track the status of obtainment of applicable environmental permits and approvals relative to the project Letting schedule. In addition, depending on USACE's scope of analysis and jurisdiction, some documentation complying with the NHPA may require repackaging for the USACE. If there is no USACE jurisdiction, repackaging of cultural documentation under Section 106 would not be required.

9.3.2 Borrow/Waste/Stockpile Sites

For 100% TIA projects or blended with State funds, if it is determined that project requires the use of borrow/waste/stockpile sites for the placement of construction materials (i.e. soil cement base, sand clay base, base, etc.), or disposal of excess material, common fill, and inert waste, the Letting authority determines the process by which sites achieve environmental clearance by the local sponsor or by GDOT and the TIA CM.

For Locally Let projects, the local sponsor shall provide confirmation to the TIA CM indicating that environmental clearance work has been completed and no significant environmental resources (i.e. waters of the U.S., State waters, cultural resources, and protected species) would be affected. This confirmation can be achieved by a letter or copy of report documentation from the local sponsor. In addition, Locally Let projects must comply with all state laws regarding the disposal of waste and should provide in writing the environmental clearance documentation required by the state to the PgM.

For GDOT Let projects, the GDOT Contractor or the PgM shall be responsible to obtain environmental approval to use an area for a borrow/waste/stockpile site. Also, it shall be the responsibility of the GDOT Contractor to submit material source approval for a borrow/waste/stockpile site. The GDOT Contractor shall submit a letter of release from the property owner to the CM for the borrow/waste/stockpile site. It is the responsibility of the contractor to obtain all local, State, and Federal permits and approvals.

9.3.3 Summary of Protocols

- Electronic documents are preferred for all submittals. Submit all environmental documents to the TIA Environmental Coordinator and cc the TIA PM on correspondence. If the file can be emailed, do so. If the file size is greater than the 8+ MB size, use WeTransfer (https://wetransfer.com/ with 7-day expiration) or save the document to the GDOT Secure File Transfer Protocol (SFTP) and email the PgM Environmental Coordinator and cc: TIAenvironmental@dot.ga.gov regarding the submittal. For federal blended projects, follow the EPG transmittal process through OES.
- Agency consultation is primarily conducted through the PgM. Document submittals are handled through TIA (including BVs, 404 permits, etc.). If agency site visits are being requested, discuss with PgM first, and ensure that the PgM is included on correspondence. The objective is for a single point of contact between the agency and GDOT to be consistent with other agency relationships GDOT has.
- For local let projects not on a state route, the local sponsor should be the applicant on 404 permits and buffer variance.

- Early Coordination Letters-
    - For Ecology Coordination: Requests from DNR/USFWS for 3-mile occurrences can be sent without PgM review or cc.
    - For Cultural Coordination: GEPA Notification Letters work with the PgM for guidance.
    - All other early coordination can be discussed with the Prime about the best approach.
- Prime Verification- For all document submittals to PgM for review, similar to submittals to GDOT OES under guidance provided by the Chief Engineer on 12/16/15, consultant shall ensure that coordination with Prime has been conducted prior to submittal of documents to the PgM.
- For all coordination and submittals, the TIA PM shall be included in any communications.

If there is any question about the TIA process/protocols, do not hesitate to reach out to the PgM. PgM is open to suggestions that can streamline the process.

9.3.4 GEPA

As of July 1, 2016, the GEPA was modified such that when an improvement to a public road or airport does not exceed $100 million in costs, such actions do not require a GEPA document. Resource identification and documentation of avoidance and minimization is part of the environmental process and procedures outlined in the EPG are followed regardless of project costs. If project costs are anticipated to exceed $100 million, coordination with the PgM would be needed to confirm required GEPA documentation.

9.4 Environmental Compliance

GDOT's Environmental Compliance Bureau (ECB) will have oversight responsibility for all projects Let by GDOT. It is the responsibility of the PgM to ensure compliance with environmental commitments and NPDES permit requirements. The PgM works closely with the ECB regarding pre, during, and post- construction commitments to ensure these commitments are done at the appropriate time.

10 Utility and Railroad Coordination

Existing utilities may be located within or in the vicinity of the existing or proposed ROW of TIA projects, some pursuant to statutory rights or written permission and some pursuant to property rights. Existing utilities may require relocation or adjustment to accommodate TIA projects. This Chapter establishes procedures and requirements for utility relocations, including such processes as coordination with utility owners, preliminary engineering, construction, and other activities necessary for utility relocations, and the required documentation.

Utility coordination shall be considered an integral part of TIA project development. As budgets are fixed and scope defined, effective coordination, communication, cooperation, and commitment between GDOT, PgM, TIA Utility Engineer (TIAUE), utility owners, Georgia Utility Coordinating Council (GUCC), Georgia Utilities Protection Center (UPC/811), District Utility Engineers (DUE), railroads, municipalities, counties, contractors, and consultants are the key to successful delivery. The design team shall make every effort to study utility impacts early on in project development and provide the most cost-effective solutions.

All existing GDOT policies and procedures governing railroads and railroad coordination will be used for TIA projects, with the exception that all coordination will be submitted through the TIAUE.

10.1 Utility Accommodation Standards

GDOT policies and procedures for utility relocation and coordination are defined in the GDOT Utility Accommodation Policy and Standards Manual (UAM), current edition. All Utilities, whether privately or publicly owned, will be required to comply with the policies and standards of the UAM when occupying or crossing any part of the ROW of the State Highway System.

There may be circumstances where some variances to the GDOT UAM may be considered to accommodate the utility owners, GDOT, counties, municipalities, contractors, property owners, locally impacted businesses, or potentially affected third parties. Variances will be addressed on a case-by-case basis. TIA utility special provisions will be required to cover any approved variances. All variances from the GDOT UAM must be approved by GDOT's State Utilities Office for blended projects and recommended for approval by the PgM to the State TIA Administrator for 100% TIA funded projects or blended with State funds prior to implementation.

10.2 Responsibilities

The roles and responsibilities related to utility certification on TIA projects are outlined in the following sections:

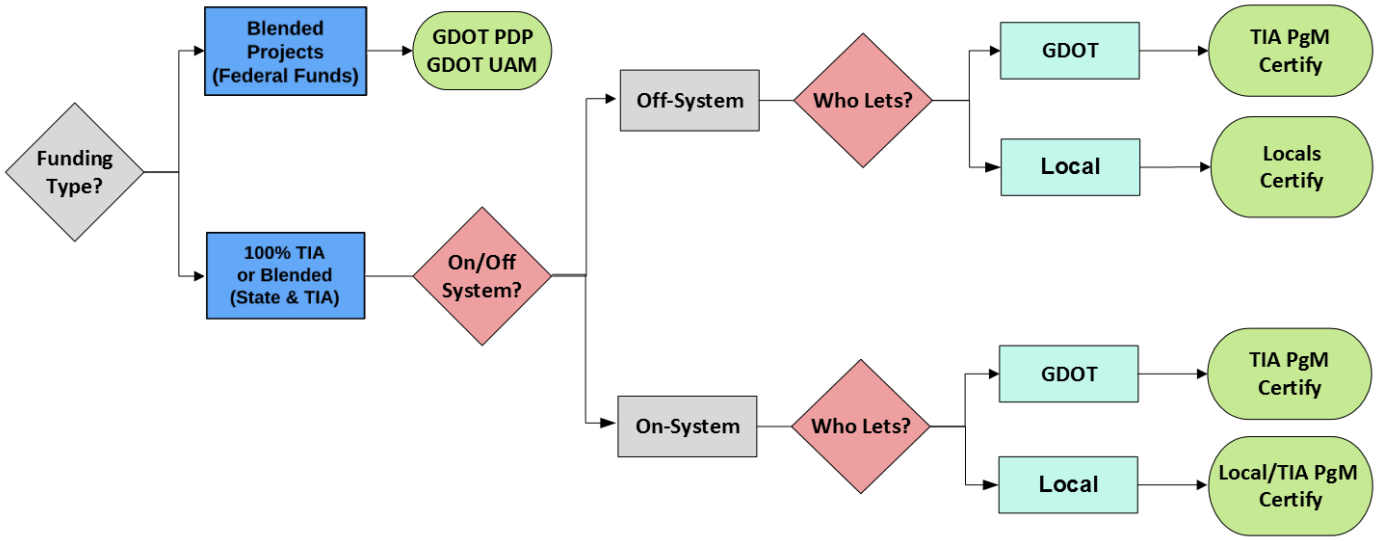


Figure 10-1 TIA Utility Responsibility Workflow

The TIAUE will provide guidance and oversight to the project consultants and contractors in accomplishing Utility Coordination from Project Concept to project closeout. The PgM will coordinate, provide direction, and assist the contractor, railroads, and the utility owners in the Utility Coordination process.

10.2.1 Blended Projects

The GDOT Utilities Office will manage the utility relocation process for blended projects that have federal funds. Utility coordination, and work will follow the GDOT PDP and comply with the policies and standards set forth in the UAM.

- TIA/Federal Funds – follow the GDOT UAM and coordination will be through the district.
- TIA/State/Local Funds – follow the GDOT UAM and coordination will be through the TIAUE.

10.2.2 100% TIA Funded Projects or TIA Funded Blended with State Funds

The TIAUE will serve in the role of GDOT's District Utilities Engineer as outlined in the GDOT UAM.

For On-System projects (Local Let or GDOT Let), utility coordination and work will comply with the policies and standards set forth in GDOT UAM.

For Off-System projects Let by the Local Government, utility coordination and work will comply with the Local Government's policies and procedures. For Off-System projects Let by GDOT, the TIAUE will provide certification of utilities.

10.3 Identification of Utilities and Notification of Utility Companies

Utilities are identified through field surveys, topographic surveys, coordination with utility companies, and subsurface investigations using Subsurface Utility Engineering (SUE) methods. The EOR incorporates utility location data into its base

drawings. The TIAUE will submit a request to Georgia 811 for a list of utilities specific to a given project once the consultant has been given NTP and conceptual plans are underway.

10.3.1 Direct Communication with Utility Companies

The EOR will obtain a list of utility companies in the vicinity of a project prior to the beginning of design with the assistance of the TIAUE.

Once conceptual design is complete, the EOR will make two submittals on consultants' letterhead to utility companies:

1. Utility 1st Submission: Base plans will be provided to the utility owners as confirmed by the TIAUE/Georgia 811 Locate Request. Utility owners shall then verify locations of the existing facilities located within the project limits and general vicinity of the project, providing marked plans to the EOR. Utility 1st submission requirements shall be detailed in a letter provided to each utility owner (1st Submission Letter) Submission deadlines shall be coordinated and confirmed by the TIAUE prior to submission to utility owners.
    a. Utility 1st Submission – SUE: For those projects determined to require SUE, the EOR will submit preliminary plans to utility owners, requesting verification of existing facilities. This request shall be considered Utility 1st Submission and should follow the SUE submittal as outlined in Section 4.1.C.1. in the UAM.
2. Utility 2nd Submission: As project design proceeds, preliminary plans will be provided to the established utility owners, requesting further verification of existing facilities as well as marked relocation plans for facilities in conflict. Requirements shall be detailed in a letter provided to utility owners (2nd Submission Letter). Submission deadlines shall be coordinated and confirmed by the TIAUE prior to submission to utility owners.
3. Utility 1st and 2nd Submission: As per Section 4.1.C.1., Part B, of the "Utility Accommodation Policy and Standards Manual", in some cases, "1st Submission" and "2nd Submission" will be requested concurrently. In this written correspondence, the Utility will be requested to show any adjustments or relocations necessary to accommodate the construction of the project (1st / 2nd Submission Letter). Additionally, the Utility will be responsible for verifying the accuracy of existing facilities previously submitted, identified by a SUE investigation, or mapped by the Department. The Utility will also be responsible for adding any utility information not shown and for preparing any detailed staging plans showing necessary adjustments, temporary installations, and relocations of their facilities to conform to the highway construction requirements and the provisions" of the UAM.

The consultant shall maintain a Utility Tracking Report to document submission of plans to utility owners. This information shall be submitted to the TIAUE at each milestone (existing facilities submission, proposed facilities submission, etc.). Additional submittals of the Utility Tracking Report may be requested by the TIAUE, if necessary, due to changes in the project schedule or scope of utility relocation.

The consultant will copy the TIAUE on all correspondence with any railroad or utility company. Correspondence shall be submitted with the Utility Tracking Report.

Preliminary Utility Relocation Process (PURP)

In accordance with PDP, Section 6.4.3, an interim submission, and meeting for preliminary utility relocations may be requested for projects with scope deemed significant enough to warrant the additional coordination. Management of this submission and/or meeting will be the responsibility of the EOR with assistance from the TIAUE. The requirement for this work shall be at the discretion of the PgM and be determined during preliminary plan scoping.

The overall goal of the PURP is to provide early coordination between the designer and utility companies to mitigate future project risks. Typically, this submission and team meeting should occur in advance of the Preliminary Field Plan Review (PFPR) but may occur up to any point prior to Right of Way Plan approval.

10.3.2 Subsurface Utility Engineering (SUE) Services

For projects with TIA funding, the PgM will determine if SUE is needed for GDOT Let projects. If it is determined that SUE is required, the appropriate submittals can be made directly to the State SUE Office, following guidelines as noted in the GDOT UAM. It shall be the responsibility of the design consultant to ensure that the TIA Utilities Engineer (TIAUE) is copied on all submittals to the SUE Office.

10.3.3 Utility Permitting

For projects on or connecting to or intersecting State routes, each utility owner on a TIA project will be required to submit a relocation permit in Georgia Utility Permitting System (GUPS) and the District Utility Engineer (DUE) for that district shall approve each permit prior to the certification of utilities. The TIAUE shall coordinate with the DUE to ensure that the GUPS Permit Submittal meets the requirements for approval as outlined in the UAM. The TIAUE shall review permits and provide concurrence for approval to the DUE.

10.4 Certification of Utilities

For 100% TIA funded projects that are GDOT Let or On-System, the design procedures will follow the GDOT UAM and the TIAUE will function as both the District and State Utilities Engineer:

- TIA funded, GDOT Let (On-System or Off-System) shall be certified by the TIAUE.
- TIA funded, Local Let On-System shall be jointly certified by the Local Sponsor and TIAUE (Local Utilities Certification).
- TIA funded blended with Federal funds projects shall be certified by the DUE.

Therefore, the TIAUE will complete the Utilities Certification which certifies that all utility conflicts have been identified and resolved and identifies any payment obligation GDOT may have for utility related costs on the project.

For TIA funded Off-System projects the sponsor or the sponsor's duly authorized representative shall complete the Local Utilities Certification.

10.5 Utility Relocation Work and Construction Schedules

Utility companies and railroad owners are required to attend the pre-construction conference and to coordinate the construction schedule directly with GDOT's Contractor. The contractor will work closely with the utility company throughout construction maintaining detailed records of utility coordination efforts. The contractor shall, at a minimum, hold monthly utility coordination meetings. Frequency of utility coordination meeting shall be determined based on project scope and utility involvement and shall be approved by the CM and CEI staff. During construction, the CM or designated CEI staff shall monitor utility relocation progress, attend/hold coordination meetings, and confirm that utility construction fulfils the Memorandum of Understanding (MOU) and contract requirements. Utility relocation construction schedules shall follow the approved Utility Adjustment Schedules (UAS) provided with approved GUPS permit applications. Utility owners shall follow this schedule for all construction activities located with the project limits. Any deviation from the approved UAS shall require coordination with the TIAUE and revision to the approved permits. All permit revisions shall be processed in accordance with the GDOT UAM.

10.6 Utility Relocations/Coordination during Construction

The PgM and the EOR will coordinate with Utility and Railroad Owners before project certification to determine conflicts, necessary relocations, utility adjustment schedules, and issuance of the GUPS permits. It is common for utilities to be unexpectedly encountered during construction. If this occurs, the contractor will notify the CM and initiate coordination to identify and coordinate relocation of the newly discovered utility.

10.7 Utility Reimbursement

TIA procedures for reimbursement shall follow those outlined in Section 4.2 of the GDOT UAM and shall be accomplished via direct coordination with the TIAUE.

Reimbursements for utility relocations are determined and negotiated prior to construction Letting. The negotiated amount of reimbursement may require a Utility Agreement or Force Account Agreement between GDOT and the utility company.

10.8 Utility and Railroad Owner Meetings and Correspondence

The TIAUE will be responsible for assisting the Consultant in identifying Utility and Railroad owners, tracking plan submissions, scheduling, and inviting Utility and Railroad owners to the FPR meetings, holding other coordination meetings, as needed, and otherwise communicating with Utility and Railroad Owners as necessary to timely accomplish any required Utility Relocations on GDOT Let projects.

At least ten calendar days in advance of each scheduled project utility and railroad meeting, the PgM shall provide written notice and an agenda for the meetings with the appropriate Utility and Railroad Owner. The PgM shall prepare and distribute minutes via US mail and/or electronic mail of all meetings within seven days after the date of the meeting with Utility and Railroad Owners and shall keep copies of all correspondence between PgM and any Utility and Railroad Owner.

10.9 Record Keeping

The PgM shall ensure that utility construction and inspection records are maintained to ascertain that Utility Relocation Work is accomplished in accordance with the terms and in the manner proposed on the approved Utility Work Plan and the applicable Utility Agreement.

Documentation forms currently used by GDOT, counties and municipalities will be used for utility relocation whenever possible. When new documentation forms, such as a variance, are required, approval will be required from the relevant governmental agency and GDOT State Utilities Office. Utility owners will be notified in writing within ten calendar days prior to any documentation form changes and its respective implementation.

10.10 Utility Escalation on Construction

Should an escalation arise with the Utility Owner's Utility Accommodation Schedule (UAS) during construction, the following steps will be followed. These escalations are summarized in three steps and are similar to the process followed Section 4.4.C of the UAM.

Step 1 – Escalation Process

Worksite Utility Coordination Supervisor (WUCS) – if the WUCS has made the determination that the Utility Owner (UO) is 20% behind schedule per their UAS on proposed utility relocations, the WUCS will issue a "Notice of Intent" to the UO, copying the Construction Project Manager, the TIA Construction Management (CM) and the TIA Utility Engineer (UE) requesting a recovery schedule.

Utility Owner (UO) - will have 10 business days to submit response which must include justification for the delay along with a recovery schedule.

TIA Utility Engineer (UE) – if no response or resolution has been reached after 20 business days from the date of the contractor's Notice of Intent, the UE will follow up with CM to determine a status. If necessary, follow up with UO to determine status of response or resolution.

Step 2 – Escalation Process

UE – will work with CM to determine if all requirements of contractor, per UAM, have been met. If dispute cannot be resolved, Utilities will assist in the coordination of a meeting which shall include the following attendees:

- Contractor
- Utility Owner
- TIA Construction Management

- TIA Utilities
- State Construction Engineer
- State Utilities Engineer

Step 3 – Escalation Process:

State Utilities Office – After the meeting, the SUO will copy all parties of their determination if the UO is liable for delays.

11 Right-of-Way Management (ROW)

11.1 General Acquisition Requirements

Titles 32 and 22 of the O.C.G.A. shall be used for all ROW acquisition regardless of who acquires the ROW for the TIA projects.

No separate funding authorization is required to begin ROW acquisition for 100% TIA funded projects.

ROW acquisition can proceed at-risk without environmental approval.

Reimbursements to Local Governments for property acquisitions and payments to property owners will be paid out of TIA funds in accordance with the Local Agreement.

For all GDOT acquired parcels, reviews and approvals noted in the GDOT ROW Policies and Procedures that are designated to be completed by GDOT ROW Office staff, will be completed or coordinated by the PgM.

For parcels that are On-System or adjacent to an On-System route, regardless of who acquires the ROW, all acquisition by consultants must be performed by GDOT prequalified ROW consultants for each level of work being performed during the acquisition process. Additionally, all appraisals and appraisal reviews must be conducted by an independent appraiser, pre-qualified by GDOT.

11.2 Responsibilities

For 100% TIA funded or blended with State funded projects that are GDOT Let or are Local Let, **On-System** (**or parcels that are adjacent to On-System route**), GDOT's ROW Office has delegated the authority to the PgM to manage ROW. The State TIA Administrator has contractually delegated the management of those acquisitions to the PgM who is responsible for:

- Ensuring that all acquisitions are in accordance with state laws and any applicable federal laws,
- Reviewing and approving ROW plans,
- Prepare preliminary cost estimate to establish a ROW budget and ensuring the project scope and cost are within budget based on information provided by the EOR (Parcel Data Spreadsheet),
- Approving any proposed financial transaction associated with the acquisition of ROW,
- Certifying for each project all ROW has been acquired, or a plan for acquisition is in place that will not impact the construction schedule,
- Verifying ROW stipulations between Local Governments and property owners are included in the construction contract,
- Coordinating the submittal of approved ROW plans,
- Preparing deeds and closing documents as needed,
- Ensuring GDOT project management software used to track the ROW acquisition process is current, and
- Overseeing the ROW acquisition being performed by the ROW consultant on the behalf of TIA.

For 100% TIA funded, blended with State funds that are **Off-System** and Local Let:

The Local Government is responsible for:

- Ensuring that all acquisitions are in accordance with state laws and any applicable federal laws (i.e., appraisal review),
- Reviewing ROW plans and submitting for approval,
- Providing the necessary information from EOR to the PgM (Parcel Data Spreadsheet),
- Getting detailed ROW cost estimate reviewed and approved by PgM,
- Certifying for each project all ROW has been acquired; or a plan for acquisition is in place that will not impact the construction schedule,
- Verifying ROW stipulations between Local Governments and property owners are included in the construction contract,
- Preparing deeds and closing documents as needed, and
- Providing ROW certification to PgM prior to construction Let in accordance with Section 11.4.

The PgM is responsible for:

- Preparing preliminary cost estimate based on spreadsheet from EOR.
- Approving ROW Plans and cost estimates,
- Preparing detailed ROW cost estimate when using for NFS (refer to 11.5),
- Approving reimbursement invoices associated with the acquisition of ROW on a 100% TIA, or projects blended with state funds, for compliance with TIA legislation, and
- Auditing as necessary.

11.3 GDOT ROW Acquisition Management

For GDOT Let or Local Let On-System or adjacent to On-System projects the EOR will provide the necessary information for the PgM to complete the cost estimate and validate project cost. This is completed prior to the ROW plan approval.

A GDOT approved appraiser will generate the detailed ROW cost estimate. The TIA review appraiser will approve the detailed ROW cost estimate.

11.4 Local ROW Acquisition

Local ROW acquisition is eligible for reimbursement for both administrative and real property value up to the amount budgeted. Local Governments must have the EOR provide the necessary information (using the ROW Parcel Data Spreadsheet) for the PgM to complete the Preliminary ROW Cost Estimate Spreadsheet for the project. The PgM will complete the cost estimate and validate the project cost during the concept report submission and prior to ROW plan approval and issuance of a NTP. Budgets for ROW cost will be agreed to by GDOT and the Local Governments through a Local Agreement. If ROW costs are found to be more than the budgeted amount, coordination between the Local Government and the PgM is necessary to determine the impacts to the project. ROW costs that exceed the amount agreed upon in the Local Agreement, and deemed necessary to complete the project, may be the responsibility of the Local Government.

Consultants who contract with the Local Governments to acquire ROW can establish the Market Value for the real property based on the approved detailed ROW cost estimate. The detailed ROW cost estimate must be submitted to the PgM for review before offers can be made. TIA projects that cross county or city lines will require a Local Agreement for acquisition services with each municipality acquiring the ROW. The Local Governments must certify ROW with the Right of Way Certification form. This is a condition precedent to reimbursement of ROW costs.

11.5 Abbreviated Valuation Methods

Abbreviated Valuation Methods may be used in compliance with procedures outlined in GDOT ROW Manual. Deviation from these procedures is granted for the monetary threshold. The monetary threshold is limited to $50,000 and is only

allowed for properties that do not suffer any damages. This is an amendment to the values established in the GDOT ROW Manual. All other procedures must be followed.

11.6 Condemnation

For On-System projects where the ROW is to be acquired in the name of GDOT, a Special Assistant Attorney General (SAAG) is required for all condemnation proceedings. If it is determined that SAAG services are needed, the PgM will submit a request for assignment of a SAAG to a project through the Office of Right of Way Funding and Certifications. This request must include Project Number, PI Number, and charging information for the SAAG billing.

12 Design Management

12.1 Concept Reports

The Concept Report is a record of the defined scope of work to be delivered for the project. The scope of the project shall meet the stated benefit described in the Special District's Approved Investment Lists and must be clearly stated in the Concept Report. Technical content and assurance that the concept meets the project's stated benefit is the responsibility of the PgM. Except for minor projects, Concept Reports shall be completed and approved for all TIA funded projects at the discretion of the PgM. Final approval, either by GDOT State TIA Administrator or GDOT's Chief Engineer & Director of Engineering must be obtained before a project can be advanced to the preliminary plans phase. Typically, for off-system projects final approval is given by GDOT State TIA Administrator and on-system projects by the GDOT Chief Engineer.

12.1.1 Blended Projects

Concept Reports for blended projects that include federal funds will follow the processes and templates defined by the latest GDOT PDP manual.

12.1.2 100% TIA funded projects or TIA blended with State funds

TIA Concept Report (PDF) or (Word) for 100% TIA funded projects or TIA projects blended with State funds will be circulated to GDOT and local sponsors. For 100% TIA funded projects, Concept Team Meetings will be scheduled at the discretion of the PgM and may not be required based on the PgM's recommendation and acceptance by GDOT. Approval of Concept Report shall constitute Location & Design (L&D) approval. The TIA PM shall notify and provide the district personnel with the approved concept report and layouts for display in the Area Office.

12.1.3 Location and Design (L&D)

For 100% TIA funded projects or TIA projects blended with State funds, a Notice of L&D advertisement shall be made in the local newspaper of each county in which the project is located within 30 days of L&D approval. At the discretion of the PgM, notice of L&D advertisement may also be made in the local Legal Organ if covered by multiple counties. Advertisements shall run once per week for four consecutive weeks.

For all projects with Federal action or funding, a L&D Report shall be prepared in accordance with PDP Section 7.1. The Report shall be routed for approval by the Chief Engineer. Federally funded projects shall follow the process listed in PDP Section 7.1.1 for advertisement of the approved L&D. Projects with Federal action only shall require the approved L&D Report, however at the discretion of the TIA PgM will not require environmental document approval prior to advertisement and shall follow advertising procedures previously noted in this section.

12.1.4 Concept Revisions

A revised Concept Report is required for all changes as set forth in Section 5.23 of the GDOT PDP manual.

- For linear projects, the basic mainline typical section is proposed to be changed (e.g., median type, number of thru lanes is changed).
- Project termini are significantly shortened or lengthened.

- For passing lane projects, the locations of passing lanes are changed, except for minor adjustments that do not impact right-of-way.
- Project access control is changed.
- Project intersection control is changed for non-linear projects prior to holding the PFPR. An updated ICE or ICE waiver may be required (coordinate with Office of Traffic Operations).
- Project changes resulting in changes to the environmental Area of Potential Effect (A.P.E.) as determined by the Office of Environmental Services, affecting environmental analyses.
- Alignments revised (from a widening project to new location project or vice versa, at-grade intersection to grade separation, etc.). Updated ICE or ICE waiver may be required (coordinate with Office of Traffic Operations).
- There are changes to the ITS Project Concept of Operations involving operational practices and procedures, involvement of major operational stakeholders, or there are changes to any supporting system operational dependencies, interfaces or assumptions.

GDOT TIA & Local Let / On-System: Revisions to the Concept Report shall be prepared by the original preparer of such report, be it the Design Consultant or internal GDOT Office and prepared using the TIA Revised Concept Report (Appendix R).

Revisions to the concept report shall be submitted to TIA Environmental for consultation to determine if and how the changes will impact the environmental studies.

Revised Concept Reports shall then follow the same process of approval as described in Section 12.1.

If the project concept is changed prior to the preparation and advertisement of the Location and Design Approval, these changes will be noted in and approved as a part of the Location and Design Report.

Federal Funding: All projects with federal funding, both on and off-system shall be subject to the concept revision processes detailed in Section 5.23 of the GDOT PDP Manual. Off-system projects may be provided special evaluation as dictated by the scope of the revision. Final determination of the necessity of a revision shall be made by the PgM with concurrence by GDOT.

GDOT TIA & Local Let / Off System: Any changes to the original approved Concept Report for TIA funded projects shall be summarized in a technical memorandum. This technical memorandum shall be included with the original approved Concept Report and will serve as a Revised Concept Report.

12.2 Roadway Design

Unless otherwise determined by the TIA Office during project development, roadway design as part of a blended project that requires future federal funding is required to follow the GDOT PDP manual and all policies, procedures, and manuals required by GDOT which includes, but is not limited to, ProjectWise Workflows.

Roadway design as part of a 100% TIA funded project or TIA project blended with State funds required to follow the TIA Manual. Project Design Teams should note that all funds for TIA Projects are authorized at Project Kickoff. Therefore, every effort should be made to ensure ROW acquisition can begin as soon as possible. For these projects, ROW acquisition is not contingent on environmental acceptance.

12.2.1 Roadway Design Specifications

For 100% TIA funded projects or TIA projects blended with State funds that are On-System, roadway projects shall be designed in accordance with the policies, guidelines, and standards published and referenced in the GDOT Design Policy Manual (DPM), the design criteria published in the American Association of State Highway and Transportation Officials (AASHTO) AASHTO-A Policy on Geometric Design of Highways and Streets and AASHTO-A Policy on Design Standards

Interstate System, the guidelines and standards published by the FHWA, and the Manual on Uniform Traffic Control Devices (MUTCD).

Current GDOT Standard Specifications for the Construction of Transportation Systems (as supplemented by the Supplemental Specification Book, Special Provisions, Supplemental Specifications, GDOT Standards, and Construction Details) will be used in the design and construction of On-System projects.

For TIA funded projects that are Off-System, and are Local Let, the Local Government will determine the roadway design criteria. The following are suggested minimum standards for roadway design:

- For ADT > 400, AASHTO: A Policy on Geometric Design of Highways and Streets
- For ADT ≤ 400, AASHTO: Guidelines for Geometric Design of Very Low-Volume Local Roads

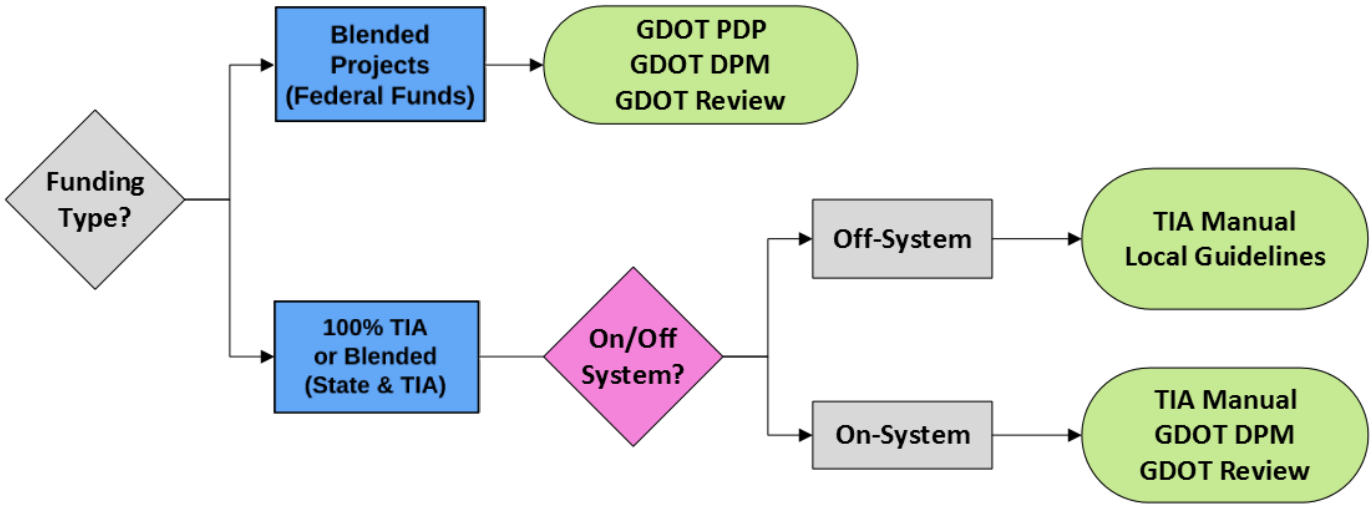


Figure 12-1 TIA Roadway Design Guidance

12.3 Responsibilities

The roles and responsibilities of the EOR and Local Government related to roadway design of TIA projects are outlined in the following sections.

12.3.1 Engineer-of-Record

The EOR is responsible for all aspects of design, plan development, and specifications related to a roadway design. Designs and plans for On-System roadways shall follow the DPM. Every design must be certified (signed and sealed) by a licensed engineer registered in Georgia.

Engineering firms providing design work for On-System roadways are to be prequalified with GDOT area classes necessary for the project.

The EOR is responsible for ensuring that roadway designs are complete, accurate, and constructible. Construction plans should be of sufficient quality to ensure that the contractor can easily understand the design and how the roadway is to be constructed. If errors occur during construction due to errors on the roadway plans, the EOR is responsible to provide a remedy at no additional cost to the project. The EOR may be held responsible for covering the additional contractor costs, liquidated damages, or legal claims because of errors and/or omissions in the plans.

12.3.1.1 Local Government

For Off-System roadways, the Local Government shall submit plans and specifications to the PgM for review before Letting the project.

12.3.1.2 Survey and Mapping

The electronic database shall be completed in accordance with the GDOT Survey Manual, unless deviations are approved by the PgM or the State TIA Administrator.

For GDOT Let projects that are On-System, Quality Control (QC) Check for database and cad files will be reviewed and approved by GDOT. For GDOT Let projects that are Off-System, the need for a QC Check will be at the discretion of the TIA PgM.

12.3.2 Soil Survey

Soil survey(s) will be required at the discretion of the PgM.

The soil survey(s) will follow the requirements and guidance set forth in GDOT's PDP, GDOT's Guidelines for the Geotechnical Engineering Manual, and by GDOT's Office of Materials and Testing Engineer.

The soil survey(s) should be coordinated and developed as soon as possible to provide safe, effective, and cost-efficient recommendations for the project design. The PgM will have the authority to accept all soil surveys for Off-System projects. GDOT's Office of Materials and Testing will be responsible for providing acceptance for all On-System projects.

If there are any concrete box culverts that are new or are being completely replaced, the PgM and the EOR shall determine if a Culvert Foundation Investigation is to be performed as part of the Soil Survey.

12.3.3 Pavement Evaluation and Design

The need for a Pavement Evaluation will be determined by the TIA Office for all GDOT Let projects.

For TIA funded projects that are On-System, pavement design and evaluation submittals shall be developed in accordance with GDOT's PDP and GDOT Pavement Design Manual and reviewed and approved by the PgM.

For TIA funded projects that are Off-System and Local Let, pavement evaluation and design shall follow local guidelines and recommended practices established by the Local Government. GDOT can provide pavement design recommendations and review if requested by the Local Government and agreed to by GDOT. Local Governments shall provide a copy of the Pavement Evaluations to TIA, if requested.

For TIA funded projects that are Off-System and GDOT Let, pavement design will be approved by the PgM.

For On-System, the recommended pavement design life is 20 years. If a 20-year design is not achievable, the EOR should reduce/remove section thickness and/or layers from the top of the pavement structure in lieu of the base or sub-grade.

12.3.4 FAA Obstruction Evaluation

The TIA Program has numerous projects near local and regional airports. As such, an FAA Obstruction Evaluation should be performed by the design consultant between the concept and FPR stage of the project. The following website can be used to determine if the project requires a notice.

Enter the location of the project into the FAA website (https://oeaaa.faa.gov/oeaaa/external/portal.jsp) to see if the project is within the boundaries of any nearby airports and if an evaluation is needed.

If a notice is required, the design consultant will need to enter the survey and plan data (this includes, but not limited to, site elevation, structure elevation, and any fixtures and their heights) into the website. After evaluation, FAA will issue determination letters for each structure that has been submitted.

If required, a general note is put into the final plans requiring the construction contractor to submit for evaluation of any construction equipment. An example note:

> *Any vertical construction equipment, such as cranes, in excess of 50 feet above bridge elevation must be evaluated by the FAA. Evaluation by filing of "Notice of proposed construction" FAA Form 4760-1 must be accomplished not earlier than 18 months and not later than 120 days prior to construction. E-file at https://oeaaa.faa.gov/oeaaa/external/portal.jsp*

12.4 Municipal Separate Storm Sewer System (MS4)

All TIA funded projects must comply with the MS4 permit for those areas outlined in the 2022 MS4 Permit. Consultants may be required to file a non-MS4 detention report.

Additional MS4 Resources:

- EPD Website for Municipal Stormwater
- GDOT MS4 Program Website

12.5 Highway Signing and Pavement Markings

For all TIA projects, highway signing and pavement markings will be installed in accordance with the MUTCD. For On-System TIA projects, highway signing and pavement markings will also conform to the GDOT Signing and Marking Design Guidelines.

12.6 Traffic Engineering and Operations

TIA projects that are On-System or GDOT Let, regardless of funding, will follow the GDOT processes for the installation of all traffic control devices.

Design traffic volumes may not be necessary for TIA funded projects and for which the project description included a specific number of lanes. Design year volume is important and may be necessary on various project types and may be needed for other design elements.

GDOT may require an Intersection Control Evaluation (ICE) study for certain projects and this should be a role of the Design Consultant to verify this need.

12.6.1 Roundabouts, Alternative Interchanges, and Intersection Design

For TIA funded projects that are On-System see GDOT DPM and State website for Modern Roundabouts.

For TIA funded projects that are Off-System, the use of conventional intersection solutions that meet both the safety improvement goals and budget limitations should be considered when roundabout alternatives exceed the project budget.

All On-System projects will be reviewed by GDOT Traffic Operations.

An Interchange Modification Report (IMR) may be needed in some cases but will need to be coordinated with the FHWA through the GDOT Planning office.

12.6.2 Traffic Control Signals

Traffic control signal permits, including signal modification permits, approved by the GDOT Chief Engineer will be required for all new traffic control signals installed for On-System TIA projects only. Off-System TIA projects with new traffic control signals will follow MUTCD's requirements and will be approved by the local agencies in accordance with the MUTCD.

12.6.3 Intelligent Transportation Systems (ITS)

Blended projects with federal funds and locally funded projects on the State highway system will follow the GDOT PDP process for the installation of all ITS improvements. The installation of ITS improvements on TIA projects, which include

local funding on Off-System highways, will follow the TIA Manual. The option of implementing minor ITS projects without construction plans will be reviewed and approved by the PgM on a case-by-case basis.

12.7 Bridge Design

If a project involves a bridge that carries the interstate or a bridge crossing the interstate, FHWA coordination is required and may involve submitting plans to FHWA for review. Any GDOT or Local Let project that has a bridge or high mast lighting structures should be approved by the Bridge Office.

12.7.1 Bridge Design Specifications

Bridges are to be designed using the most recent editions of the Georgia DOT Standard Specification – Construction of Transportation Systems, GDOT Bridge and Structures Design Manual (BDM) and AASHTO Bridge Design Specifications as designated below. It is preferred that new bridges be designed using the AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications.

Blended projects with federal funds must conform to FHWA requirements.

For 100% TIA funded projects or TIA funded blended with State funds, the following are the AASHTO Bridge Design Specifications to be used for bridge design:

- Bridge Widening Projects: AASHTO Bridge Specifications or the version of the specifications in place at the time the bridge was originally designed with prior approval from GDOT Office of Bridges and Structures.
- New Off-System Bridges (Not on National Highway System [NHS]): AASHTO LRFD Bridge Design Specifications, 9th Edition-2020 preferred, AASHTO Standard Specifications for Highway Bridges, 2002, 17th Edition, acceptable, unless otherwise designated by the Bridge Office
- New On-System Bridges (Not on NHS): AASHTO LRFD Bridge Design Specifications, 9th Edition - 2020.
- New On-System Bridges (On NHS): AASHTO LRFD Bridge Design Specifications, 9th Edition – 2020 to accommodate full FHWA oversight.

In the event of conflicting information or guidance, the GDOT Bridge and Structures Design Manual supersedes the AASHTO Bridge Design Specifications.

12.7.2 Responsibilities

The roles and responsibilities of GDOT, PgM, EOR and Local Government related to preliminary bridge design, bridge hydraulics and final bridge design of TIA projects are outlined in the following sections.

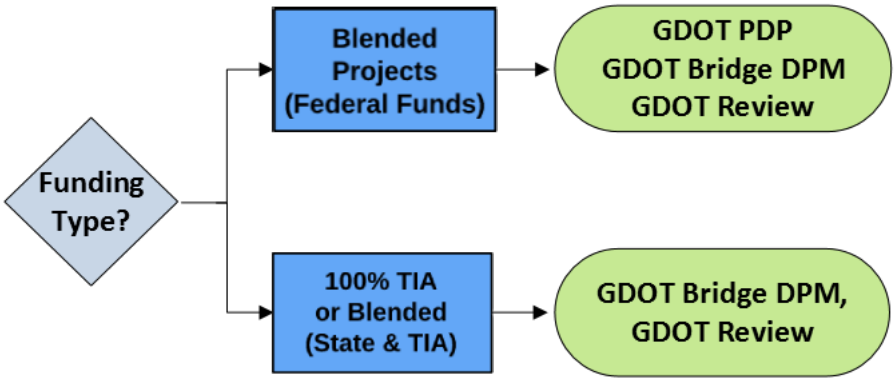


Figure 12-2 TIA Bridge Project Design Guidance

12.7.2.1 GDOT Office of Bridge Design

For all bridges, the GDOT Office of Bridge Design will provide the necessary submittal reviews, guidance, and design acceptance.

12.7.2.2 Engineer-of-Record

The EOR is responsible for all aspects of design, plan development and specifications related to a bridge or structure design. Bridge and structure designs and plans shall follow the GDOT Bridge and Structures Design Manual. Every bridge design must be certified by a licensed engineer registered in Georgia specializing in bridge design.

All Engineering firms providing bridge and structure design work bridges are to be prequalified with GDOT in Area Classes 4.01a, 4.01b (with quality assurance from another prequalified firm), 4.02, and/or 4.04 as necessary for the project. The Bridge Foundation Investigation (BFI) and Wall Foundation Investigation (WFI) should be completed by a firm prequalified with GDOT Area Class 6.02.

12.7.2.3 Local Government

For Off-System bridges that are Local Let, the Local Government and the Local Government's EOR shall certify that:

- The bridge configuration meets the drainage design and stream crossing requirements of the local jurisdiction and FEMA and creates no adverse effects to flood elevations or flood plain limits in the surrounding area.
- The bridge is designed to resist the hydraulic forces determined by the applicable design guidelines and imposed on the structure by the waterway.
- The foundations are designed to be installed below the anticipated scour depths into competent bearing material, and in accordance with the BFI.
- The scour protection is designed to resist anticipated velocities at the crossing.

The Local Bridge Design Certification shall be submitted to the PgM before Final Acceptance of the project.

12.7.3 Bridge Details

The following sections outline guidelines for design and detailing of bridges that will improve safety and lower long-term maintenance costs for the owner.

12.7.3.1 Superstructure

Whenever possible, minimize the number of deck joints in bridge spans and locate deck joints to provide access for future maintenance and replacement.

The use of Fracture Critical Members (FCMs) is not permitted on highway bridges without written authorization from GDOT Office of Bridge Design. Design and detail FCMs to allow full access for inspection. Provide a minimum inside depth of six feet to facilitate interior inspection of box girders. To allow free flow of air during inspections, include access openings of 3'-0" diameter minimum into all cells, and between cells of the girders. Provide outside access opening covers in areas that can be accessed without impacting traffic. Provide hinged access opening covers with hinges located on the inside of the box girder.

Timber bridges, masonry bridges and structural plate arches are not permitted for TIA projects. Intermediate hinges in bridge girders or spans are also not permitted for TIA projects.

Design bridge superstructures, joints, and bearings to allow access for long-term inspection and maintenance.

12.7.3.2 Bridge Foundations

Design foundations for bridges over waterways to accommodate predicted scour depths. The EOR will determine the scour potential of each bridge crossing using the BFI and H&H Study.

12.7.3.3 Bridge Railing and Barriers

All barrier systems shall meet current GDOT crash test and other safety requirements unless prior approval from the GDOT Bridge Office is obtained. Refer to the GDOT BDM for the current approved GDOT Bridge Railing Standards.

12.7.3.4 Hydraulic and Hydrological (H&H) Studies

GDOT requires an H&H Study and Preliminary Bridge Layout to be submitted and accepted prior to advancing to the next phase, regardless of funding source or who lets the project. H&H Study Reports for these projects must follow the guidelines and policies in the GDOT Drainage Manual and include the Preliminary Bridge Layout in the study appendices. The GDOT Drainage Manual outlines the content and format of H&H Study Reports.

12.7.3.5 Bridge Foundation Investigations (BFI) and Wall Foundation Investigations (WFI)

A BFI will be required for all bridge projects regardless of the funding source or who lets the project. In cases where they are available for use on bridge replacement projects, existing BFIs may be used in lieu of a new BFI Report, with prior approval from OMAT. Prior to undertaking a TIA project, an initial search shall be undertaken with GDOT's Office of Materials and Testing to determine if approved BFI Report(s) are available for use. The BFI will make all necessary recommendations for the project and will follow the format required by GDOT's Office of Materials and Testing. The BFI shall be submitted to GDOT for review and approval for all GDOT Let projects.

Requirements and procedures for WFI reports shall closely follow those specified for BFIs above.

12.7.4 Retaining Walls

Retaining walls will be designed according to the guidelines in the GDOT BDM. Wherever possible, the use of GDOT standard walls and contractor designed walls is encouraged. A WFI will be required for walls outlined in the GDOT's Geotechnical Design Policy and Guides.

12.7.5 Bridge Condition Surveys

For On-System bridges to be widened and/or rehabilitated, the Office of Bridge Design - Bridge Maintenance Unit shall complete Bridge Condition Surveys in accordance with the GDOT PDP. The PgM will obtain Bridge Condition Surveys for these projects from Office of Bridge Design - Bridge Maintenance Unit. As determined eligible by the State TIA Administrator, recommended repairs from the Bridge Condition Survey report shall be incorporated into the final design of the bridge.

12.7.5 Shop Drawings and Construction Services

During construction, the EOR will provide shop drawing and Request for Information (RFI) review. GDOT will process and return shop drawings to the contractor following acceptance by the EOR. The PgM will coordinate processing of the shop drawings, RFIs and construction correspondence. All submittal related correspondence will be submitted to the PgM for distribution to appropriate review personnel.

The EOR will review shop drawings to ensure that fabrications are consistent with the designer's intent. A partial list will include, but not be limited to:

- Structural steel framing
- Precast, pre-stressed concrete beams
- Precast segmental concrete units
- Bearings
- Expansion joints
- SIP deck forms
- Sound Barriers
- Sign structures
- Signal poles
- Bridge appurtenances

- High mast lighting
- Fencing
- Deck Drainage System
- Utility Hangers
- Contractor Designed Elements

Shop drawing review may be required for major items of temporary works that might affect the public, impose significant loadings on the permanent works, and/or require an engineered design. A partial list includes, but is not limited to:

- Temporary structures
- Cofferdams
- False work, shoring and formwork
- Superstructure erection
- Construction staging and traffic control
- Demolition plans

12.7.5.1 As-Built Plans

As-Built Plans will be prepared for all structures on the project. This will include the as-built foundation drawings as well as the construction documents used for the structure, noting all field change corrections made to the drawings. The PgM will store As-built drawings produced from construction and transfer the final drawings to the appropriate project sponsor upon project closeout.

12.7.6 Load Rating

The EOR will complete a load rating and develop a Load Rating Report for each bridge design which includes a statement certifying that the bridge has the capacity to carry the minimum design loading specified in the TIA Manual and does not require posting for current State legal loads. The Statement of Load Rating Certification will include the professional seal and signature of a registered professional engineer in the State of Georgia.

Load rating procedures outlined in AASHTO's Manual for Bridge Evaluation, current edition, shall be followed. Bridges designed using the AASHTO Standard Specifications may be rated using either Load Factor Rating (LFR) or LRFD methodologies. Bridges designed using the AASHTO LRFD Specifications must be rated using Load and Resistance Factor Rating methodologies.

Load Rating Reports will be submitted to the PgM upon certification of final bridge plans. The PgM will submit the reports to the Office of Bridge Design for verification of load capacity and acceptance prior to project Letting. If changes occur between submittal of final plans and construction of the bridge that affect the load capacity of the bridge, it is the responsibility of the EOR to submit revised Load Rating Reports to the PgM and GDOT for rerating. A certified copy of the Load Rating Report and Final Bridge Plans will be submitted to Office of Bridge Maintenance for inclusion in the maintenance records for each bridge.

If an independent load rating, performed by GDOT, demonstrates that the capacity of the bridge design is less than 95% of the design load, the EOR will be responsible for any additional design and construction costs associated with correcting the deficiency in a manner that increases the capacity to a level that meets the design load requirements.

12.7.7 Final Acceptance

For all bridge projects, all project deliverables will be in accordance with GDOT PDP and GDOT Bridge and Structures Design Manual. A partial list includes but may not be limited to:

- Design and As-Built Plans
- Load Rating Report
- H&H Studies Reports including scour calculations
- As-Built Foundation Plans

- BFI used for design
- Shop Drawings

12.8 Design Exceptions/Variances (DE / DV)

For GDOT Let and On-System projects, all DEs and DVs shall be submitted and reviewed by GDOT's Office of Design Policy & Support (DP&S) regardless of funding source. It is highly encouraged that any DE/DV be discovered and introduced at the concept stage or as early as possible. The Concept Report should identify these variations and should include them in the report for review and approval. If a DE and/or DV are to be obtained, then the format and procedures outlined in the GDOT PDP and in the GDOT DPM are to be followed.

GDOT's Chief Engineer will approve all applicable DE and DV. These DE and DV reports will be submitted to the:

- PgM for review and concurrence with copies sent to the TRC and TIA Office
- Chief Engineer for approval following the process outlined in the GDOT DPM with copies sent to the PgM, TRC, and TIA Office

12.9 Field Plan Review (FPR)

The PgM is responsible for facilitating plan reviews, preparing FPR reports, reviewing FPR responses, and distributing final FPR reports. The PgM shall invite the project sponsor, district representatives including district construction, traffic operations, and area engineer, along with TIA SME's and utility owners. FPR comments and actions shall consider impacts to scope, schedule, and budget prior to implementation on a project. The Environmental documentation shall be in progress prior to the FPR but does not have to be completed. In addition, the soil survey report, if required, should be complete prior to the FPR. Any DE and/or DV should be approved as well.

Except with the approval of the PgM, a minimum of one FPR, conducted at the preliminary plan completion level, is required for 100% TIA funded projects that are GDOT Let or are On-System. At the request of the PgM, additional FPRs may be held for complex projects and projects that have many ROW or utility impacts.

It is recommended that Local Let, Off-System major projects conduct at least one FPR. The TIA office and appropriate GDOT staff shall be invited to the FPR. Minor projects are exempt from this requirement.

A FPR may be performed in-person or via Teams or both, at the discretion of the TIA office.

12.10 Airport Projects

The work and materials for airport projects shall be in strict and entire conformity with:

- Laws of the State of Georgia
- GDOT's Standard Specifications, Current Edition, and the Supplemental Specifications
- Federal Aviation Administration's Standards for Specifying Construction of Airports, dated February 17, 1989
- GDOT's Special Provision 107-1-01-SP (Legal Regulations and Responsibility to the Public)
- GDOT's Special Provision 108-1-01-SP (Prosecution and Progress)
- GDOT's Special Provision 109-1-01-SP (Measurement and Payment)
- "TERMS AND CONDITIONS OF ACCEPTING AIRPORT IMPROVEMENT PROGRAM GRANTS," dated April 13, 2012

Copies of any of these compliance documents are available from GDOT's Aviation Programs office or the Atlanta Airports District Office of the Federal Aviation Administration.

12.11 Lighting

Lighting agreements for projects on state routes will be prepared by the PgM for execution with local governments. The need for lighting agreements for non-SR projects will be determined by the PgM.

Lighting plan reviews of photometrics and as-builts will be reviewed and approved by GDOT Design Policy and Support, Lighting Group. The TRC and the PgM will perform all reviews, and approvals for non-SR projects.

Design must comply with the GDOT DPM, Chapter 14, Lighting.

13 Construction Administration

13.1 Preconstruction Conference

For GDOT Let projects, the PgM is responsible for coordinating a preconstruction conference with the contractor, CEI provider, District / Area Office, utilities, railroads, etc. after project award, but prior to beginning of construction activities. The format of the preconstruction conference will follow GDOT standards as outlined on Georgia DOT's standard specifications of construction systems: The Source.

For Local Let projects, the PgM and TRC should be invited to all preconstruction conferences. The PgM reserves the right to attend or decline.

13.2 Construction Engineering and Inspection (CEI)

For blended projects, CEI shall be the responsibility of the District and/or TIA and performed in accordance with all GDOT manuals, specifications, plans, and testing requirements. GDOT Manuals include but are not limited to the GDOT Construction Manual, GDOT Bridge Manual, and GDOT Sampling, Testing and Inspection Manual.

For GDOT Let 100% TIA projects, the scope of work for inspection will be determined by the PgM and submitted to the State TIA Administrator for concurrence.

For Locally Let projects, the scope of work for inspection will be the responsibility of the Local Government, unless determined otherwise by the PgM.

13.3 Construction Audits

For TIA projects blended with Federal funds the standard GDOT procedures will apply.

For 100% TIA projects or TIA projects blended with State funds, the PgM is responsible for conducting audits on both On-System and Off-System projects. GDOT may conduct random audits for validation.

13.4 Use of Software during Construction

On GDOT Let projects software will be used for all daily reporting, submittals, submittal tracking, materials certifications, testing reporting, and payment estimates as follows:

AASHTOWare – Projects let to construction after February 2022
Site Manager – Projects let to construction prior to February 2022

ProjectWise shall be used for project documentation on any On-System project.

13.5 Materials

All construction materials shall comply with current Qualified Product List (QPL) requirements, and GDOT Standard Specifications for the Construction of Transportation Systems, as supplemented by the Supplemental Specification Book, Special Provisions, Supplemental Specifications, Standards, and Details. Products and suppliers are defined on the QPL and they have a defined inspection frequency.

For GDOT Let Projects, GDOT's Office of Materials and Testing will provide all required testing in accordance with all applicable GDOT Manuals, which include, but are not limited to, the GDOT Construction Manual, GDOT Bridge Manual, and GDOT Sampling, Testing, and Inspection Manual.

The CM or designated CEI provider will complete all required material certification documentation to ensure all sampling and testing is completed as required for the project. For GDOT Let, On-System projects Material Certifications and Material Reconciliations are to be submitted and tracked through Site Manager or AASHTOWare following the requirements as outlined in the Source and may be modified from time to time by TIA specific policies. Material Certification and Material Reconciliation ensures all materials used in the Work are acceptable.

For material Quality Assurance (QA) on Local Let, Off-System Projects a Material Certification Statement must be provided in support of the reimbursement of costs.

For material QA on Local Let, On-System Projects see section 13.5.1 of the TIA Manual.

13.5.1 Local Let Responsibilities for Material Quality Assurance of On-System Projects

For Local Let, On-System, the Local Government shall provide a consultant prequalified in Area Classes 6.04a and 6.04b to perform the Materials Testing. Local Governments shall adhere to the following process:

- Submit a Local Let Material QA form to the PgM to obtain approval of materials testers
- Ensure QPL sources are utilized and that only testing personnel with GDOT certifications perform testing on the project; all testing must be in accordance with GDOT's Sampling Testing and Inspection Manual
- Complete a quarterly Materials Certificate (MC) Checklist and submit to the PgM as required in GDOT Construction Manual; contact PgM to obtain a Checklist prior to starting work on the project
- Provide test results to the GDOT Office of Materials and Testing (OMT) and via hardcopy to the TIA CM or CEI designee
- Complete required MC Checklists and submit to the PgM as required in GDOT Construction Manual, unless otherwise determined by the PgM

13.6 Project Closeout

13.6.1 Closing Conference

For blended projects, all GDOT Let projects and Local Let, On-System projects, closing conference follows the requirements as outlined in The Source and Standard Specifications as may be modified from time to time by TIA specific policies.

For Local Let, Off-System projects, final inspection of work is the responsibility of the local sponsor.

13.6.2 Final Audit

For GDOT Let or On-System projects, the CM or designated CEI provider is responsible for completing the TIA CM's Closeout Checklist Form prior to requesting Final Audit. If any of the checklist items have discrepancies, they must be resolved or be in the process of being resolved before requesting a Final Audit. The CM or designated CEI provider, will compile a list of all discrepancies and completion status. This list should be attached to the front of the Final Package and checked off by the CM as each item on the list is resolved. Once all the items have been resolved, the PgM or designee will complete the Final Audit. The Final Audit can be completed without the Materials Certificate being received, but the lack of the Materials Certificate shall be noted on the Final Audit. The project cannot be closed out until the Materials Certificate is received.

13.6.3 Final Payment

For GDOT Let projects, the CM will notify the PgM and GDOT that the project is ready for Final Audit. This request comes after the CM has reviewed the project records using the Construction Manager's Closeout Checklist (prior to requesting a final audit) as a guideline. Upon completion of the Final Acceptance stating final payment authorization date, the PgM will transmit final quantities to the Contractor.

For Local Let projects, final payment is made upon receiving final invoice from the Local Government entity.

These will follow the TIA Contract Closeout standard process.

13.6.4 As-Built Plans

For GDOT Let projects, the PM will coordinate with the EOR throughout construction to determine if field changes can be completed as a redline change or if revisions to the plans by the EOR are needed. The PM will coordinate and distribute plan revisions as required and ensure the Contractor has the most current set of plans. Redlined Final As-Built plans should be compiled by the CM or designated CEI provider as directed and submitted to the PgM for review and processing.

For Local Let, On-System projects, the local sponsor shall provide As-Built plans to GDOT prior to Final Acceptance.

For Local Let, non-bridge Off-System projects, local sponsors are responsible for obtaining As-Built plans. For bridge projects refer to Section 12.7 for requirements.

13.6.5 Final Acceptance

For On-System and GDOT Let projects, the TIA Office will follow GDOT procedures.

For local let, Off-System projects, the Local Government shall provide written notification to the TIA Office of certification of work and final acceptance.

14 Quality Management

14.1 Introduction

Quality management includes all the activities that are used to direct, control, and coordinate quality. These activities include formulating a quality policy and setting quality objectives and procedures. They also include quality planning, Quality Control (QC), Quality Assurance (QA), and quality improvement.

Each consultant and contractor is responsible for quality management on their respective contract. The PgM may request to review consultant or contractor quality management plans.

14.1.1 Quality Assurance Elements

The basic QA elements include but are not limited to the following:

- Development and implementation of quality plans, procedures, and instructions
- Quality management organization and personnel qualifications
- Design and management control
- Review and control of contract drawings and text documents
- Procurement control, quality records and electronic data file control
- Indoctrination, training, and certification
- Verification of all quality requirements (to include reviews, audits, and surveillance)

14.1.2 Quality Control Elements

The basic QC elements will include execution of any (or all) of the following, as applicable:

- Inspections of works
- Tests of materials and equipment
- Control of calibration of measuring and test equipment
- Audit of processes and systems

14.1.3 Design

The GDOT QC and QA Program has been developed by the Engineering Division of GDOT to ensure the engineering, design, plans and quantities developed by our design offices are supported by comprehensive studies and sound engineering judgment; comply with established policies, guidelines and standards; and contain appropriate design flexibility and cost saving measures. This program shall be the basis for QC/QA on the TIA program.

14.1.4 Construction

At a minimum, QC/QA shall be performed in accordance with GDOT's Sampling, Testing, and Inspection Manual, standard specifications, supplemental specifications, special provisions, or any other sampling or testing requirements such as material provider's recommendations.

For detailed instructions, refer to The Source.

15 Safety

This section defines the responsibility for safety for the PgM and each participant involved in the Program including GDOT, contractors, consultants, designers, and inspectors. The contracts assign the responsibility of safety risks on the program to the party most able to control and mitigate those risks.

In addition, the PgM recommends and encourages a "safety culture" on the program which makes it clear that all participants are expected to report known hazards to the appropriate individual or entity responsible for the involved work, as well as perform their own activities in full compliance with applicable laws and regulations.

The PgM is not contracted to provide comprehensive safety services to GDOT. The PgM is required to have a safety program in place for its employees developed in accordance with the local laws and regulations. The PgM safety program includes as a minimum, education, and training for the PgM staff commensurate with company policy and the hazards expected to be encountered during the program. The PgM is ultimately only responsible for the safety of its employees.

The PgM is not responsible for job site safety, construction means and methods, or the safety for the owner, contractors, consultants, designers, and inspectors. On TIA construction projects, the contractor is solely responsible for the safety and welfare of his employees and for the protection of property, other program stakeholders and the general public. The contractor must comply with all Federal, State, local and county safety regulations, applicable to his work site.

IMPORTANT: All program participants have a duty to call attention to observed unsafe conditions as a key step in preventing injuries to themselves or others. In addition to this basic ethical requirement, other responsibilities for job site safety derive from statutes, regulations, case law and contracts.

Appendix A – Acronyms

Abbreviation	Description
AASHTO	American Association of State Highway and Transportation Officials
AASHTOWare	Cost estimation software utilized by GDOT
BFI	Bridge Foundation Investigation
BV	Buffer Variance; impacts to vegetative buffers of Waters of the State
CBA	Construction Bidding Administration
CEI	Construction Engineering and Inspection
CSRA	Central Savannah River Area Special District
CM	Construction Manager
CRP	Citizens Review Panel
DBE	Disadvantaged Business Enterprise
DC	Design Consultant
DE	Design Exception
DP&S	GDOT's Office of Design Policy & Support
DPM	GDOT Design Policy Manual
DUE	District Utility Engineers
DV	Design Variance
ECB	Environmental Compliance Bureau
EOR	Engineer of Record
EPD	Environmental Protection Division
EPG	Environmental Procedures Guidebooks (formerly known as 'EPM', Environmental Procedures Manual)
FCM	Fracture Critical Members
FEMA	Federal Emergency Management Agency
FHWA	U.S. Department of Transportation, Federal Highway Administration
FPR	Field Plan Review
GDNR	Georgia Department of Natural Resources
GDOR	Georgia Department of Revenue
GDOT	Georgia Department of Transportation
GEPA	Georgia Environmental Policy Act
GSFIC	Georgia State Financing and Investment Commission
GUCC	Georgia Utility Coordination Council
GUPS	Georgia Utility Permitting System
HOGA	Heart of Georgia – Altamaha Special District
H&H	Hydraulic and Hydrological Studies
IGA	Intergovernmental Agreement between GDOT and GSFIC dated 1/1/2013
ITS	Intelligent Transportation System
L&D	Location and Design
LFR	Load Factor Rating
LRFD	Load and Resistance Factor Design
LRFR	Load and Resistance Factor Rating
MC	Master's Certificate Checklist
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MS4	Municipal Separate Storm Sewer System

Abbreviation	Description
MUTCD	Manual on Uniform Traffic Control Devices
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NHS	National Highway System
NPDES	National Pollutant Discharge Elimination System
NTP	Notice to Proceed
O.C.G.A.	Official Code of Georgia, Annotated
OES	Office of Environmental Services
OMT	Office of Materials and Testing
PDP	GDOT Plan Development Process
PgM	In general terms refers to the Program Manager and supporting team
PM	Project Manager
PS&E	Plans Specifications, Special Provisions and Final Estimates
QA	Quality Assurance
QC	Quality Control
QPL	Qualified Product List
RFI	Request for Information
ROW	Right-of-Way
RFQ	Request for Qualifications
RV	River Valley Special District
SAAG	Special Assistant Attorney General
Section 404	Section 404 of the Clean Water Act; impacts to Waters of the U.S.
SFTP	GDOT Secure File Transfer Protocol
SG	Southern Georgia Special District
SME	Subject Matter Expert
SUE	Overhead/Subsurface Utility Engineer
SUO	State Utilities Office
SWMP	Storm Water Management Program
TIA	Transportation Investment Act of 2010
TIAUE	TIA Utility Engineer
TRC	TIA Regional Coordinator
UAM	GDOT Utility Accommodations Manual
UPC	Utility Protection Center
USACE	U.S. Army Corps of Engineers
UAS	Utility Adjustment Schedules
USFWS	U.S. Fish and Wildlife Service
VE	Value Engineering
WFI	Wall Foundation Investigation
WRD	Wildlife Resources Division

Appendix B – Definitions

Blended Project – A project funded in part with non-TIA funds.

Bridge Foundation Investigation (BFI) – Engineering report documenting the existing subsurface conditions, identifying the recommended foundation type, and defining the parameters to be used for the design of bridge foundations.

Chief Engineer – The Engineering Executive appointed by the Commissioner, or other authority as provided by law, and acting for GDOT within the authority and scope of duties assigned.

Construction Manager – PgM staff member responsible for coordinating field operations, CE&I and materials testing coverage and overall execution of construction of the TIA projects.

Design Build – Combining of design engineering and other preconstruction services with construction services into a single contract.

Design-to-Budget – A requirement in the contract between an owner and a design professional that requires the design professional to design a project which meets the needs of the owner without exceeding the budget established by the owner or redesign the project at no additional cost to the owner if the construction bid exceeds the owner's budget.

Engineer of Record (EOR) – A licensed professional engineer in Georgia who develops and/or is responsible for the overall design, design criteria and components of a project. This person may delegate responsibility for the design of a system or component part to a delegated engineer but is ultimately responsible for the delegated engineer's design and the project's total design.

Environmental Documentation – The documentation necessary to ensure a project's compliance with the National Environmental Policy Act of 1969 (NEPA), and/or all Federal and State permit requirements as applicable.

Local Government – Any municipal corporation, county, or consolidated government created by the General Assembly or pursuant to the Constitution and laws of the State of Georgia.

Load Resistance Factor Design (LRFD) – A design methodology for structures that utilize load factors developed using probabilistic methods for the design of structural elements.

Minor Project – A minor project could be classified to be a significant project but is not always a significant project.

Off-System – Work on a Local road system that does not meet the definition of an On-System route.

On-System – Work on a roadway designated as a State route, US route, Interstate route, or locally owned roadway that traverses over or under a State, US, or Interstate route which is designated to be designed to On-System criteria by the Chief Engineer.

Political Subdivision – The State or any local subdivision of the State or public instrumentality or public corporate body created by or under authority of State law, including, but not limited to, municipalities, counties, school districts, special taxing districts.

Plan Development Process (PDP) – GDOT manual that outlines the current process of project development from the project identification through construction award or Final Acceptance for all Federal aid projects under GDOT oversight.

Plan Presentation Guide (PPG) – A guide that sets forth the criteria for the electronic appearance and format of plans. These criteria establish, define, and clarify procedures and standards for plans to be used by GDOT. These criteria are not intended to establish design processes; rather, they are guidelines to assure that all drawings have uniform appearance and include all pertinent information, avoid unnecessary information, and reflect high quality workmanship.

Program Manager (PgM) – GDOT's consultant representative that will manage, provide oversight, and approve all project phases and activities to ensure that all elements of the work meet the required laws, regulations, quality, design standards, schedule, and budget. The PgM has delegated authority to act on GDOT's behalf and will provide the resources and expertise necessary to understand, and be responsible for, a broad spectrum of services related to the TIA Program.

Project Manager (PM) – PgM staff, GDOT staff or consultant representative responsible for leading a project from its inception to execution, including planning, execution and managing the people, resources, and scope of the project.

Soil Survey – A report developed to provide project designers with safe, effective, and cost-efficient recommendations for the design of roadway foundations, embankments, and the treatments for Geotechnical and other problems on the project. Soil Survey reports may also be used by contractors to assist in preparing bids and by project engineers during construction to identify and help solve problems.

Special Districts – The twelve Special Districts based on existing Regional Commission boundaries as created by O.C.G.A. § 48-8-241. The Regional Commissions boundary map can be found on the Georgia Association of Regional Commissions website.

State TIA Administrator – GDOT representative from the TIA Office with oversight responsibility for the TIA Program and the TIA Regional Coordinator(s).

Storm Water Management Program (SWMP) – The program to provide requirements to Local Governments and staff on addressing storm water runoff to both improve storm water quality and reduce quantity impacts and protect downstream areas and receiving waters. It does not cover construction site sediment and erosion control practices. Guidance on these practices can be found in the Manual for Erosion and Sediment Control in Georgia.

Subject Matter Expert (SME) – An individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization performing the work; anyone with in-depth knowledge of the subject.

TIA Regional Coordinator (TRC) – GDOT representative from the TIA Office with responsibility for coordinating with the Local Governments within their assigned Special District.

The Source – The Source is GDOT's online reference for contractors. Within The Source, contractors will find information pertaining to bridges, culverts and retaining walls, construction manual, erosion control, earthwork, pavements, special provisions, specifications, and sampling, testing, and inspection.

Transportation Investment Act of 2010 (TIA) – The Act that created 12 Special Districts of the State and authorizes elections to be held in each Special District which would allow each Special District independently of any other Special District to approve and authorize the imposition of a Special District transportation sales and use tax to fund transportation projects within the Special District. O.C.G.A. § 48-8-240 et seq.

Utility Accommodation Policy and Standards (UAM) – Manual that outlines the conditions and procedures under which utilities will be permitted to occupy the right-of-way of Georgia.

Wall Foundation Investigation (WFI) – Engineering report documenting the existing subsurface conditions, identifying the recommended foundation type, and defining the parameters to be used for the design of wall foundations.

Appendix C – Reference Links to Documents

(Links are listed in the order they appeared in the document)

TIA Website
www.ga-tia.com

Transportation Investment Act of 2010 – Approved Investment Lists

- Central Savannah River Area
- Central Savannah River Area – 2022 Renewal
- Heart of Georgia Altamaha
- Heart of Georgia Altamaha – 2022 Renewal
- River Valley
- River Valley – 2022 Renewal
- Southern Georgia

GDOT Plan Development Process (PDP) Manual
http://www.dot.ga.gov/PartnerSmart/DesignManuals/PlanDevelopmentProcess/PDP.pdf

GDOT Disadvantaged Business Enterprise (DBE) Program
https://www.dot.ga.gov/GDOT/Pages/DBE.aspx/

Resolution
https://www.dot.ga.gov/GDOT/Pages/DBE.aspx/

Local Project Delivery Application
https://www.ga-tia.com/Documents/Download/183

GDOT Website
http://www.dot.ga.gov/

Band Change Request Procedure
https://www.ga-tia.com/Documents/Download/184

TIA Concept Report
Word: https://www.ga-tia.com/Documents/Download/196
PDF: https://www.ga-tia.com/Documents/Download/195

TIA Concept Report (Local Let)
https://www.ga-tia.com/Documents/Download/197

TIA Revised Concept Report
https://www.ga-tia.com/Documents/Download/436

GDOT Letting Schedule
https://www.dot.ga.gov/PartnerSmart/Business/Documents/Contractor/2024LettingSchedule.pdf

GDOT Environmental Procedures Guidebooks (EPG)
https://www.dot.ga.gov/GDOT/Pages/EnvironmentalProcedures.aspx/

Reference Links to Documents cont.

GDOT Mitigation Costs Per Watershed*
http://teams.dot.ga.gov/offices/envservices/EcologyHome/Shared%20Documents/Mitigation%20(Watershed%20Maps%20and%20Credit%20Cost%20Estimates)/Mitigation%20Costs%20Per%20Watershed%20(February%202025).pdf
**This link is available to Environmental consultants and GDOT staff with access to the OES Sharepoint. Please communicate with TIA Environmental Coordinator if access is needed.*

Environmental Certification Form (Local Let – City)
https://www.ga-tia.com/Documents/Download/191

Environmental Certification Form (Local Let – County)
https://www.ga-tia.com/Documents/Download/243

WeTransfer
https://wetransfer.com

Submission of Environmental Documents with Prime Verification letter
http://www.dot.ga.gov/PartnerSmart/DesignManuals/PDP%20Announcements/MemofromChiefEnvironmentalSubmissionstoOES-Dec%2016-2015.pdf

GDOT Utility Accommodation Policy and Standards Manual (UAM)
http://www.dot.ga.gov/PartnerSmart/utilities/Documents/2016_UAM.pdf

Utility 1st Submission Letter
https://www.ga-tia.com/Documents/Download/232

Utility 2nd Submission Letter
https://www.ga-tia.com/Documents/Download/233

Utility 1st & 2nd Combined Submission Letter
https://www.ga-tia.com/Documents/Download/234

Local Let Utilities Certification
https://www.ga-tia.com/Documents/Download/203

GDOT ROW Manual
https://www.dot.ga.gov/GDOT/Pages/rightofway.aspx

Right of Entry – Combined Surveys
https://www.ga-tia.com/Documents/Download/423

Right of Entry – Environmental Surveys
https://www.ga-tia.com/Documents/Download/424

ROW Certification
https://www.ga-tia.com/Documents/Download/194

ROW Parcel Data Spreadsheet
https://www.ga-tia.com/Documents/Download/188

Reference Links to Documents cont.

Preliminary ROW Cost Estimate
https://www.ga-tia.com/Documents/Download/407

GDOT Design Policy Manual (DPM)
https://www.dot.ga.gov/PartnerSmart/DesignManuals/DesignPolicy/GDOT-DPM.pdf

GDOT Survey Manual
http://www.dot.ga.gov/PartnerSmart/DesignManuals/SurveyManual/SurveyManual.pdf

GDOT Materials and Testing
https://www.dot.ga.gov/GDOT/Pages/Materials.aspx/

GDOT Pavement Design Manual
http://www.dot.ga.gov/PartnerSmart/DesignManuals/Pavement/Pavement%20Design%20Manual.pdf

FAA Obstruction Evaluation
https://oeaaa.faa.gov/oeaaa/external/portal.jsp

GDOT Signing and Marking Design Guidelines
http://www.dot.ga.gov/PartnerSmart/DesignManuals/smguide/GDOT%20SIGNING%20AND%20MARKING%20DESIGN%20GUIDELINES.pdf

GDOT Bridge and Structures Design Manual
http://www.dot.ga.gov/PartnerSmart/DesignManuals/BridgeandStructure/GDOT_Bridge_and_Structures_Policy_Manual.pdf

Local Bridge Design Certification
https://www.ga-tia.com/Documents/Download/189

GDOT Drainage Manual
http://www.dot.ga.gov/PartnerSmart/DesignManuals/Drainage/Drainage%20Manual.pdf

GDOT Aviation Programs
https://www.dot.ga.gov/GDOT/pages/AirportAid.aspx

The Source
https://www.dot.ga.gov/GDOT/Pages/TheSource.aspx/

GDOT Construction Manual
http://www.dot.ga.gov/PartnerSmart/Business/Source/construction/cm001.pdf

GDOT Sampling Testing Inspection Manual
https://www.dot.ga.gov/GDOT/pages/TheSourceSamplingTestingInspection.aspx/

Reference Links to Documents cont.

Qualified Product List (QPL)
https://www.dot.ga.gov/GDOT/pages/QPL.aspx/

GDOT Standard Specification for the Construction of Transportation Systems
2021: https://www.dot.ga.gov/PartnerSmart/Business/Source/specs/2021StandardSpecifications.pdf
2013: https://www.dot.ga.gov/PartnerSmart/Business/Documents/GDOT_SpecBook_2013.pdf

Local Let Material QA form
https://www.ga-tia.com/Documents/Download/193

Closeout Checklist Form
https://www.ga-tia.com/Documents/Download/190

GDOT QC & QA Programs
http://www.dot.ga.gov/PartnerSmart/DesignManuals/OtherResources/GDOT_QCQA_Program.pdf

ProjectWise Workflows
https://www.dot.ga.gov/GDOT/pages/ProjectWise.aspx

Appendix D – Environmental Certification

Local Let - City Managed

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

TRANSPORTATION INVESTMENT ACT (TIA) PROJECT

Environmental Certification

P.I. NO.:

LOCATION [*City or County*]:

PROJECT BAND:

DESCRIPTION:

I hereby certify that I am a principal and duly authorized representative of _____ whose address is _____ and also that compliance with applicable local, state, federal environmental requirements has been completed for the subject project. There are no additional environmental commitments and/or requirements that would require notations in the plans. Construction activities will be limited to areas within the designated project construction limits.

_____

Duly Authorized City Representative Date

_____

City Seal

Revised 7/27/2018

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

TRANSPORTATION INVESTMENT ACT (TIA) PROJECT

Environmental Certification

P.I. NO.:

LOCATION [*City or County*]:

PROJECT BAND:

DESCRIPTION:

I hereby certify that I am a principal and duly authorized representative of _____ whose address is _____ and also that compliance with applicable local, state, federal environmental requirements has been completed for the subject project. There are no additional environmental commitments and/or requirements that would require notations in the plans. Construction activities will be limited to areas within the designated project construction limits.

_____ _____
Duly Authorized County Representative Date

_____
County Seal

Revised 7/27/2018

Appendix E – Utility 1st Submission Letter

ADD CONSULTANT LETTERHEAD

Click here to enter a date.

P.I. # xxxx, xxxxx County
Project Description: xxxxxxxxxx

Ref: ***OCGA 32-6-170 &171 - Request for Project Information***
1st Submission – Existing Utility Facilities

Ladies and Gentlemen:

Electronic files of the preliminary plans for the above referenced project have been placed on the GDOT's Secure File Transfer Protocol (SFTP) site for your use. Please contact the TIA Utility Engineer if you do not have access to the SFTP site. Hard copy plans will be provided when requested within **5 days** of the date of this correspondence. Once the plans have been downloaded from the SFTP or received through the mail, the TIA Office requests acknowledgment of receipt of these plans (in writing) within 5 days via email or letter to the address shown on Page 2.

It is requested that you provide the Department with a complete package of all applicable items listed below. Please follow the "**Plans Transfer Procedures for Utility Submissions**" which can be found via:
http://www.dot.ga.gov/PartnerSmart/utilities/Documents/EPT/PlanTransfer-ProceduresForUtilitySubmissions.pdf

- **Mark existing facilities**
  - Include size, type of pipe, type of joints, type of conduit or duct, and pair/gauge accordingly
  - Show the typical depth or design depth, if known, of any underground facilities (ensure that they are shown accurately in both the earthwork cross-sections and drainage cross-sections if available)
  - Show the overhead clearance of any aerial facilities as applicable
  - Include the size of poles, cables, conductors and voltage of aerial facilities
  - Show the distance of your facility from the edge of pavement

- **Mark any existing utility easement(s)** you have within the project limits
  - Describe the existing easement(s)
  - Inform in writing if you desire the Department to acquire the (replacement) easement(s)

- **Submit any applicable bridge space requirements** for your facilities to this Office in writing
  - Indicate the size, weight, and location of the proposed facilities
  - Fully detail the method of attachment to the bridge

- **Submit a letter or email confirming "No Facilities" within the project limits** as outlined in the Utility Accommodation Policy and Standards Manual, current edition

P.I. # xxxxxx, xxxxx County
Page 2

Please return the complete package no later than **xx days** from the date of this letter in either electronic form or to the following address:

[ ](Consultant Address)
[ ], GA[ ]
Attn:[ ]
Email:[ ]

If you have any questions or need additional information concerning this project, please contact:

xxxxxxxxx at xxxxxxx

Sincerely,
[ ]
Project Manager

cc:
xxxxxxx, TIA Project Manager *(via: e-mail)*
xxxxxxxx, TIA Utility Engineer *(via: e-mail)*
xxxxxxxx, TIA Utility Engineer *(via: e-mail)*

DISTRIBUTION:

Note: If the Utility fails to submit the above information by the due date, then the Utility may be subject to all costs associated with the removal, relocation, and adjustment of their facilities, including liability to the contractor for delay costs per Department procedures required by the Official Code of Georgia Annotated (OCGA) 32-6-170 & 171 under Senate Bill 19.

Appendix F – Utility 2nd Submission Letter

Consultant Company Letterhead

Click here to enter a date.

P.I. # xxxxx, xxxx County
Project Description: xxxxxx

Ref: ***OCGA 32-6-170 &171 - Request for Project Information***
2nd Submission – Existing and Proposed Utility Facilities

Ladies and Gentlemen:

Electronic files of the preliminary plans for the above referenced project have been placed on the GDOT's Secure File Transfer Protocol (SFTP) site for your use. Please contact the TIA Utility Engineer if you do not have access to the SFTP site. Hard copy plans will be provided upon request within **5 days** of the date of this correspondence. Once the plans have been downloaded from the SFTP or received through the mail, the Department requests acknowledgment of receipt of these plans (in writing) within 5 days via email or letter to the address shown on Page 2.

It is requested that you provide the Department with a complete package of all applicable items listed below. Please follow the "**Plans Transfer Procedures for Utility Submissions**" which can be found via:
http://www.dot.ga.gov/PartnerSmart/utilities/Documents/EPT/PlanTransfer-ProceduresForUtilitySubmissions.pdf

Check existing facilities as shown on the plans, for any missing and/or incorrect information and provide mark-ups
- Include size, type of pipe, type of joints, type of conduit or duct, and pair/gauge accordingly
- Show the typical depth or design depth, if known, of any underground facilities (ensure that they are shown accurately in both the earthwork cross-sections and drainage cross-sections if available)
- Show the overhead clearance of any aerial facilities as applicable
- Include the size of poles, cables, conductors and voltage of aerial facilities
- Show the distance of your facility from the edge of pavement

- **Mark any existing utility easement(s)** you have within the project limits
  - Describe the existing easement(s)
  - Inform in writing if you desire the Department to acquire the (replacement) easement(s)

- **Coordinate with other Utility Owners** *(listed on sheet 4-001)* prior to marking plans for temporary and/or proposed relocation of their facilities, if applicable

- **Mark proposed relocations** of facilities in conflict with the proposed design on the plans
  - Indicate material types
  - Indicate any proposed betterments
  - Indicate vertical position of proposed facilities on cross sections (if provided)
  - Provide approximate location of proposed facilities including proposed clear zone, proximity to right-of-way, and anticipated crossings

- **Verify any Utility Easement(s)** currently owned OR any applicable Utility Easement(s) previously requested in writing for the Department to acquire on behalf of the Utility Company are appropriately shown on the plans.

Consultant Company Letterhead

Note: If easements are not shown correctly, please contact the TIA Utility Engineer immediately for resolution.

- **Indicate if retention is anticipated for existing underground facilities** in the response for relocations
  - Clearly identify facilities to be retained on the plans
  - Include the depth and condition of facilities to be retained if possible
  - Include a retention request for the facilities identified in accordance with 2.8.B in the Utility Accommodation Policy and Standards Manual, current edition

- **Submit any applicable bridge space requirements** for your facilities in writing
  - Indicate the size, weight, and location of the proposed facilities
  - Fully detail the method of attachment to the bridge

- **Submit any applicable letter or request** as outlined in the Utility Accommodation Policy and Standards Manual, current edition
  - Letter of "NO COST"
  - Letter of "NO CONFLICT"
  - Letter of "NO FACILITIES"
  -
- **Provide applicable utility agreement package**
  - ***Lump Sum(LS) or Actual Cost (AC) Agreement*** – *for reimbursable utilities*
    - 3 signed (in blue ink) of the completed "Utility Agreement Estimate" including supporting documentation and the Certificate of Eligibility
    - 3 sets of letter size utility relocation plans including a cover sheet
    - All Utility Company attachments
  - ***Contract Item Agreement (CIA)*** – *for utility work to be performed by the Department's Contractor*
    - 3 sets of stand-alone plans *(i.e. Water, Sewer, Gas, etc.)*, including a cover sheet
    - 3 detailed cost estimate with corresponding pay item numbers for the work to be included in the GDOT Let project
  - ***Easement Limited Agreement (ELA)*** - *for documenting and preserving the existing utility reimbursement rights of the Utility for future projects*
    - 3 sets of plans (this information shall be on right-of-way plans), including a cover sheet
    - Ensure that Utility easement areas are highlighted and the station numbers are clearly marked on the plans
- **Complete Permit Application** submitted through the Georgia Utility Permitting System (GUPS). If you currently have a "No Conflict" letter, a GUPS permit application is required for the purpose of reviewing the final construction plans and attending the preconstruction meeting.
  - Plans
  - Profiles
  - Utility Adjustment Schedule with work plan
  - Notice of Intent or a Certification Statement
  - Updated Cost Estimate
  - No Conflict Letter
  - No Cost Letter or Reimbursement Letter (whichever applies)
  - Cross Sections (if applicable)
  - Emergency Utility Response Information (EURI) form – (form is attached and will be uploaded with the permit)

Consultant Company Letterhead

Please return the complete package no later than xx days from the date of this letter in either electronic form or to the following address:

Marked Plans To:
[ ] Consultant Address
Attn: [ ]
[ ]
[ ], GA[ ]
Email:[ ]

Retention Request/Letters/Agreement Packages/Cost Estimates To:
600 West Peachtree Street
11th Floor
Atlanta, GA 30308
Attn: , TIA Utility Engineer
Email:

If you have any questions or need additional information concerning this project, please contact:

[ ] at[ ]

Sincerely,
[ ]
Project Manager

cc:
xxxxx, TIA Utility Engineer *(via: e-mail)*
xxxxxxx xxx, TIA Utility Engineer *(via: e-mail)*
xxxxxxx, TIA Project Manager *(via: e-mail)*
xxxxxxxxxxxx, TIA Deputy Program Manager *(via: e-mail)*

DISTRIBUTION:

Note: If the Utility fails to submit the above information by the due date, then the Utility may be subject to all costs associated with the removal, relocation, and adjustment of their facilities, including liability to the contractor for delay costs per Department procedures required by the Official Code of Georgia Annotated (OCGA) 32-6-170 & 171 under Senate Bill 19.

Appendix G – Utility 1st & 2nd Combined Submission Letter

Consultant Company Letterhead

Click here to enter a date.

P.I. # xxxxx, xxxx County
Project Description: xxxxxxx

Ref: ***OCGA 32-6-170 &171 - Request for Project Information***
URPN #9 – 1st and 2nd Submission – Existing and Proposed Utility Facilities

Ladies and Gentlemen:

Electronic files of the preliminary plans for the above referenced project have been placed on the GDOT's Secure File Transfer Protocol (SFTP) site for your use. Please contact the TIA Utility Engineer if you do not have access to the SFTP site. Hard copy plans will be provided upon request within **5 days** of the date of this correspondence. Once the plans have been downloaded from the SFTP or received through the mail, the TIA Office requests acknowledgment of receipt of these plans (in writing) within 5 days via email or letter to the address shown on Page 2.

It is requested that you provide the Department with a complete package of all applicable items listed below. Please follow the "**Plans Transfer Procedures for Utility Submissions**" which can be found via:
http://www.dot.ga.gov/PartnerSmart/utilities/Documents/EPT/PlanTransfer-ProceduresForUtilitySubmissions.pdf

- **Mark existing facilities**
  - Include size, type of pipe, type of joints, type of conduit or duct, and pair/gauge accordingly
  - Show the typical depth or design depth, if known, of any underground facilities (ensure that they are shown accurately in both the earthwork cross-sections and drainage cross-sections if available)
  - Show the overhead clearance of any aerial facilities as applicable
  - Include the size of poles, cables, conductors and voltage of aerial facilities
  - Show the distance of your facility from the edge of pavement

- **Mark any existing utility easement(s)** you have within the project limits
  - Describe the existing easement(s)
  - Inform in writing if you desire the Department to acquire the (replacement) easement(s)

- **Coordinate with other Utility Owners** *(listed on page* **3)** prior to marking plans for temporary and/or proposed relocation of their facilities, if applicable

- **Identify and resolve any utility conflicts** between your existing facilities and the proposed design

- **Mark proposed relocations** of facilities in conflict with the proposed design on the plans
  - Indicate material types
  - Indicate any proposed betterments
  - Indicate vertical position of proposed facilities on cross sections (if provided)
  - Provide approximate location of proposed facilities including proposed clear zone, proximity to right-of-way, and anticipated crossings

Consultant Company Letterhead

- **Indicate if retention is anticipated for existing underground facilities** in the response for relocations
  - Clearly identify facilities to be retained on the plans
  - Include the depth and condition of facilities to be retained if possible
  - Include a retention request for the facilities identified in accordance with 2.8.B in the Utility Accommodation Policy and Standards Manual, current edition

- **Submit any applicable bridge space requirements** for your facilities in writing
  - Indicate the size, weight, and location of the proposed facilities
  - Fully detail the method of attachment to the bridge

- **Submit any applicable letter or request** as outlined in the Utility Accommodation Policy and Standards Manual, current edition
  - Letter of "NO FACILITIES"
  - Letter of "NO COST"
  - Letter of "NO CONFLICT"

- **Provide applicable utility agreement package**
  - ***Lump Sum(LS) or Actual Cost (AC) Agreement*** – *for reimbursable utilities*
    - 3 signed (in blue ink) of the completed "Utility Agreement Estimate" including supporting documentation and the Certificate of Eligibility
    - 3 sets of ½ size utility relocation plans including a cover sheet
    - All Utility Company attachments
  - ***Contract Item Agreement (CIA)*** – *for utility work to be performed by the Department's Contractor*
    - 3 sets of stand-alone plans *(i.e. Water, Sewer, Gas, etc.)*, including a cover sheet
    - 3 detailed cost estimate with corresponding pay item numbers for the work to be included in the GDOT Let project
  - ***Easement Limited Agreement (ELA)*** - *for documenting and preserving the existing utility reimbursement rights of the Utility for future projects*
    - 3 sets of plans (this information shall be on right-of-way plans), including a cover sheet
    - Ensure that Utility easement areas are highlighted and the station numbers are clearly marked on the plans

- **Complete Permit Application** submitted through the Georgia Utility Permitting System (GUPS). If you currently have a "No Conflict" letter, a GUPS permit application is required for the purpose of reviewing the final construction plans and attending the preconstruction meeting.
  - Plans
  - Profiles
  - Utility Adjustment Schedule with work plan
  - Notice of Intent or a Certification Statement
  - Updated Cost Estimate
  - No Conflict Letter
  - No Cost Letter or Reimbursement Letter (whichever applies)
  - Cross Sections (if applicable)
  - Emergency Utility Response Information (EURI) form – (form is attached and will be uploaded with the permit)

Consultant Company Letterhead

Please return the complete package no later than **xxx days** from the date of this letter to the following address:

Marked Plans To:
Consultant Name & Address
Attn [xxxxxxxxxxxxx]
[Enter address here]

Email: [xxxxxxxxx]

Retention Request/Letters/Agreement Packages/Cost Estimates To:
600 West Peachtree Street
11th Floor
Atlanta, GA 30308
Attn: xxxxxx, TIA Utility Engineer
Email: enter email address here

If you have any questions or need additional information concerning this project, please contact:

xxxxxxxxx at xxxxxxx.

Sincerely,
xxxxxxxxxxxx

Project Manager

cc:
xxxxxxxxxx, TIA Utility Engineer *(via: e-mail)*
xxxxxxxxx, TIA Utility Engineer *(via: e-mail)*
xxxxxxxxxx, TIA Project Manager *(via: e-mail)*
xxxxxxxxxx, TIA Deputy Project Manager *(via: e-mail)*

DISTRIBUTION:

Note: If the Utility fails to submit the above information by the due date, then the Utility may be subject to all costs associated with the removal, relocation, and adjustment of their facilities, including liability to the contractor for delay costs per Department procedures required by the Official Code of Georgia Annotated (OCGA) 32-6-170 & 171 under Senate Bill 19.

Appendix H – Local Let Utilities Certification

THIS SHALL BE PLACED ON LOCAL GOVERNMENT LETTERHEAD

Utilities Certification

Project No:

PI #:

Description:

I hereby certify that the appropriate research, field investigation, design considerations and coordination with the Utility Owners on this project, as indentified in the table below, have been performed, and further certify that all known utility related issues have been indentified and resolved as conforming to 23 CFR, PART 645, SUBPART A. All necessary arrangements have been made for resolution to be undertaken and completed as required for proper coordination with the project's physical construction schedule.

Status of Utilities/Railroad

A. [ ] There are **NO** known utilities within the project limits.

B. [X] There are known utilities within the project limits.

Utility Company	Utility Type	Status 1,2, 3 or 4	Conditional Restriction and Time

Status 1: The Utility Owner is in conflict with the project and requires relocation by the Utility Owner during construction requiring coordination with the Contractor and the Utility Owner. The relocations are non-reimbursable and the Utility Owner will be relocating at no cost to the Local Government or the Department.

Status 2: The Utility Owner is in conflict with the project and requires relocation by the Utility Owner during construction requiring coordination with the contractor and the Utility Owner. The reimbursable agreement between the Local Government and the Utility Owner is attached.

Status 3: The Utility Owner is located within the project limits but requires no relocation work.

Status 4: Utility relocation to be incorporated into the highway construction project contract.

Project Number:
P.I. Number

Page 2

The Georgia Department of Transportation shall bear no responsibility for coordination or contractual obligation of any Utility Reimbursement Agreement. Any Utility Reimbursement Agreement required for construction of this project shall be between_____ and the respective Utility Owner. If a previously unknown conflict arises during construction that requires reimbursement, then _____shall be responsible for all such costs. Costs incurred by_____ for utility relocation shall be eligible for reimbursement per the executed TIA Local Project Agreement.

_____ _____
Signature of an Official of the Local Government Date

_____ _____
TIA Utility Coordinator Date
TIA Utility concurrence required for projects on or intersecting a State Route

Revised 3/29/2021

Appendix I – Preliminary ROW Cost Estimate

Preliminary ROW Cost Estimate

TRANSPORTATION INVESTMENT ACT
TIA PROGRAM MANAGEMENT

PI No.
Project Name:
Date: Enter Date of Estimate

Land and Improvements	Agriculture	Residential	Commercial	Industrial	Notes
Estimate ($/ac)	$0	$0	$0	$0	Enter Cost / Acre
Fee Simple Area (ac)	0.00	0.00	0.00	0.00	Enter Acreage
Fee Simple Estimate	$0	$0	$0	$0	CALCULATED FIELD
Perm Easement Area (ac)	0.00	0.00	0.00	0.00	Enter Acreage
Perm Easement Factor	50%	50%	50%	50%	Adjust Percentage as Appropriate
Perm Easement Estimate	$0	$0	$0	$0	CALCULATED FIELD
Temp Easement Area (ac)	0.00	0.00	0.00	0.00	Enter Acreage
Temp Easement Factor	25%	25%	25%	25%	Adjust Percentage as Appropriate
Temp Easement Estimate	$0	$0	$0	$0	CALCULATED FIELD
Proximity Damages	$0	$0	$0	$0	Enter Fees and Provide Notes as Appropriate
Consequential Damages	$0	$0	$0	$0	Enter Fees and Provide Notes as Appropriate
Cost to Cures	$0	$0	$0	$0	Enter Fees and Provide Notes as Appropriate
Improvements	$0	$0	$0	$0	Enter Fees and Provide Notes as Appropriate
Trade Fixtures	$0	$0	$0	$0	Enter Fees and Provide Notes as Appropriate
PROPERTY TYPE TOTALS	**$0**	**$0**	**$0**	**$0**	CALCULATED FIELD
	Land and Improvements Sub Total		**$0**		CALCULATED FIELD

Relocation	Quantity	Estimated Cost	Totals	
Residential Tenant (Qty of Tenants)	0	$30,000	$0	Adjust Qty / Costs as required
Residential Owner	0	$50,000	$0	Adjust Qty / Costs as required
Business Displacement (Qty)	0	$45,000	$0	Adjust Qty / Costs as required
Pro Rata Taxes	0	$1,000	$0	Adjust Qty / Costs as required
Prop Pin Replacement	0	$1,250	$0	Adjust Qty / Costs as required
PROPERTY TYPE TOTALS	**0**		**$0**	CALCULATED FIELD
	Relocation Sub Total		**$0**	CALCULATED FIELD

Demolition	Residential	Commercial	
Asbestos Inspection	0	0	Adjust Qty as required
Estimated Fee (per structure)	$3,300	$15,000	Enter Estimated Fee per structure
Total Asbestos	$0	$0	CALCULATED FIELD
Abatement	0	0	Adjust Qty as required
Estimated Fee (per structure)	$20,000	$24,000	Enter Estimated Fee per structure
Total Abatement	$0	$0	CALCULATED FIELD
Demolition	0	0	Adjust Qty as required
Estimated Fee (per structure)	$25,000	$35,000	Enter Estimated Fee per structure
Total Demolition	$0	$0	CALCULATED FIELD
UST Removal	0	0	Adjust Qty as required
Estimated Fee (per structure)	$125,000	$125,000	Enter Estimated Fee per structure
Total UST Fee	$0	$0	CALCULATED FIELD
Post Clearance Inspection	0	0	Adjust Qty as required
Estimated Fee (per structure)	$400	$400	Enter Estimated Fee per structure
Total Inspection	$0	$0	CALCULATED FIELD
PROPERTY TYPE TOTALS	**$0**	**$0**	CALCULATED FIELD
	Demolition Sub Total	**$0**	CALCULATED FIELD

Valuation Services	Agriculture	Residential	Commercial	Industrial	
Appraisals (# of Parcels)	0	0	0	0	Adjust Parcels as required
Estimated Fee (per Parcel)	$3,000	$3,500	$5,000	$5,000	Enter Estimated Fee per Parcel
Total Appraisals	$0	$0	$0	$0	CALCULATED FIELD
Specialty Reports	0	0	0	0	Enter Number of Reports
Estimated Fees	$2,500	$2,500	$2,500	$2,500	Enter Estimated Fees and Provide Notes
Total Appraisals	$0	$0	$0	$0	CALCULATED FIELD
PROPERTY TYPE TOTALS	**$0**	**$0**	**$0**	**$0**	CALCULATED FIELD
	Valuation Services Sub Total		**$0**		CALCULATED FIELD

Preliminary ROW Cost Estimate Page 2

Legal Services	Parcels	Estimated Fees	Totals	
Meeting with Attorney	0	$125	$0	Adjust Parcels / Fees as required (using best judgement)
Preliminary Titles	0	$200	$0	Adjust Parcels / Fees as required
Closing and Final Title	0	$300	$0	Adjust Parcels / Fees as required
Recording Fees	0	$50	$0	Adjust Parcels / Fees as required
Condemnation	0	$30,000	$0	Adjust Parcels / Fees as required
		Legal Services Sub Total	**$0**	CALCULATED FIELD

Administrative	Parcels	Man Hours/Parcel	Totals	
Pre-Acquisition	0	40	$0	Adjust Parcels / Fees as required
Acquisition	0	100	$0	Adjust Parcels / Fees as required
Administrative Appeals	0	50	$0	Calculates as 15% of Acq Parcel Count (Adjust if Necessary)
		Administrative Sub Total	**$0**	CALCULATED FIELD

Contingency			
Overall Contingency	20%	$0	Enter Percentage for Contingency (Default = 20%)

Total Estimated Costs **$0** CALCULATED FIELD

Prepared By: _____ _____
Date

Approved By: _____ _____
Date

Updated 2-22-2021-CHB

Appendix J – Right of Way Certification

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

TRANSPORTATION INVESTMENT ACT (TIA) PROJECT
Right of Way Certification

P.I. NO.:

COUNTY:

DESCRIPTION:

This is to advise that the right of way and/or easements have been acquired in accordance with the current State Laws, Title 32/Title 22, TIA Manual and FHWA when applicable covering the acquisition of real property on the above referenced project.

Place an "X" at the applicable item:

____ This project is limited to the existing rights of way and no additional rights of way acquisition was required.

____ All necessary rights of way, including control of access when pertinent have been acquired including both legal and physical possession.

____ All Rights of Way are owned by the City/County/State/Federal Government or a combination of these.

If R/W is being acquired; I have audited all files and they are in compliance with all State Laws, Title 32/Title 22, TIA Manual and FHWA when applicable

_____ OR _____

TIA Right of Way Manager Date | City/County Authorized Agent Date

FOR DEPARTMENT OF TRANSPORTATION USE ONLY

This is to advise that the required right of way for the above listed project was acquired in compliance with 49 CFR – Part 24, the Relocation Act of 1972(as amended), and all other appropriate federal regulations and guidelines governing the acquisition of right of way for roadway purposes as applicable. Title and possession has been obtained to all rights of way. Where appropriate, relocation and property management have been completed.

R/W NOT REQUIRED ☐ DEEDS ☐ CONDEMNATIONS ☐ TOTAL PARCELS ☐

_____ _____

TIA Program Manager Date | State TIA Administrator Date

Revised 7/31/2018

Appendix K – Local Bridge Design Certification

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

TRANSPORTATION INVESTMENT ACT (TIA) PROJECT

Local Bridge Design Certification

P.I. NO.: _____

LOCATION [*City or County*]: _____

PROJECT BAND: _____

BRIDGE ID: _____

DESCRIPTION: _____

I hereby certify that I am a principal and duly authorized representative of _____ whose address is _____ and further certify that the _____ through its Engineer of Record attests that:

1. The bridge configuration meets the drainage design and stream crossing requirements of the local jurisdiction and FEMA, and creates no adverse effects to flood elevations or flood plain limits in the surrounding area.
2. The bridge is designed to resist the hydraulic forces determined by the applicable design guidelines and imposed on the structure by the waterway.
3. The foundations are designed to be installed below the anticipated scour depths, into competent bearing material, and in accordance with the bridge foundation investigation.
4. The scour protection is designed to resist anticipated velocities at the crossing.
5. Engineer of Record Certifies to all above.

_____ _____

Duly Authorized City/ County Representative — Date

_____

City / County Seal

Appendix L – Local Bridge Design Certificate by Engineer of Record

DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

TRANSPORTATION INVESTMENT ACT (TIA) PROJECT

Local Bridge Design Certification

P.I. NO.: _____

LOCATION [*City or County*]: _____

PROJECT BAND: _____

BRIDGE ID: _____

DESCRIPTION: _____

I hereby certify that I am a licensed Engineer in the State of Georgia and that my address is _____ _____ and further certify and attest that that:

1. The bridge configuration meets the drainage design and stream crossing requirements of the local jurisdiction and FEMA, and creates no adverse effects to flood elevations or flood plain limits in the surrounding area.
2. The bridge is designed to resist the hydraulic forces determined by the applicable design guidelines and imposed on the structure by the waterway.
3. The foundations are designed to be installed below the anticipated scour depths, into competent bearing material, and in accordance with the bridge foundation investigation.
4. The scour protection is designed to resist anticipated velocities at the crossing.

_____
Engineer of Record Seal / Certification

Appendix M – Local Let Material QA Form

TIA Program - Local Let Project - Materials Quality Assurance

SELECT ONE:

☐ **Request GDOT to perform Materials Testing (Complete Section 1)**

☐ **Request Approval for Consultant Quality Assurance Materials Testing (Complete Sections 1 and 2)**

Section 1

Project Number/County: _____

GDOT Contract ID Number/Proposed Let Date: _____

Project Description: _____

_____

Local Govt. Responsible for Letting Project: _____

Local Govt. Project Manager Contact Name & Number: _____

_____

Section 2

GDOT Certified Technicians to be responsible for testing on the project:

1) Roadway Testing Technicians (RTT) are required to perform field density testing on embankment, pipe backfill, subgrade and all asphalt layers, along with sampling misc. materials

List GDOT Certified Roadway Testing technician(s) who will be performing testing:

GDOT RTT Certification Number	Name/ Employer

2) Concrete **– GDOT Certified Concrete technician(s) are required to perform all field concrete testing (slump, air, cylinders)

List who will be performing concrete testing & GDOT certification number:

GDOT Concrete Certification Number	Name/ Employer

Attach additional sheets as necessary.

**Please note if a Bridge or other major structure is involved:

NOTE: Labs performing any testing shall be accredited in the testing to be performed (i.e. AASHTO T-22 or ASTM C-39 for concrete cylinders) by the AASHTO Accreditation Program (AMRL and/or CCRL).

3) Hot Mix Asphalt

GDOT specifications require the Contractor to perform mixture Acceptance testing at the plant. GDOT will perform Verification Testing at the asphalt plant as a part of the existing QPL process. The Local Government is responsible for notifying GDOT's Testing Management Operations Supervisor (TMOS) at least one week prior to start of work.

*send completed form to TIA Office.

APPROVED: _____ _____

TIA Program Manager Date

Revised 7/27/2018

Appendix N – Closeout Checklist Form

DEPARTMENT OF TRANSPORTATION

Construction Manager's Closeout Checklist (Prior to Requesting Final Audit)

TIA Const Mgr Worksheet Date:

Project:			County:		Ct. Id#:	
LINE	ITEM	YES	N/A	DATE	INITIALS	REMARKS
1	• Enter Key Dates, Checklist Event Dates and Milestone Dates • Review and print Key Dates Report					
2	• Close out all Stockpiled Materials					
3	• View the installed Work Report (Unpaid Installed Quantity Summary) and review quantities to be paid and ensure correctness. • Verify that sufficient funds are available for any items that will be paid on progress estimate. • Review and print Item Quantity Report.					
4	• Verify that all project records are organized per TIA Policy. • Verify that the Document Control Log and the Correspondence files are up-to-date and organized (if req'd).					
5	• Check Approved Supplemental Agreements (SA) and/or Change Orders (CO). • Verify that the Approved Supplemental Agreements/Change Order folder contains a copy of all approved Supplemental Agreements/Change Orders • Verify all Supplemental Agreements/Change Orders paid, If not used • Attach note to approved copy of SA/CO giving Reasons for not using SA/CO. • If minor items are not used the above does not need to be done.					
6	• Verify that the Final DBE report has been received from the contractor.					
7	• "As-Built" plans up-to-date. • Verify that Bridge As-Built Foundation Information is up to date and has been sent to Bridge office. • Verify Environmental Commitments Table. • Verify Final Payment Smoothness Report • Verify Bridge Deck Surface Profilographs and Steel Cover Reports. • Verify that Earthwork Items have sufficient documentation to support final payment. • Final MC Checklist is complete and has been sent to OM&T.					
8	• Verify all discrepancies are resolved. • Verify that all Progress Estimates have been approved and processed.					CM emails PM, RC and Controls that project is ready for Final Audit.
9	• Complete the Final Package Checklist (D.O.T. TIA-733)					

Appendix O – Local Government Final Acceptance

***For execution <u>after</u> Project completion.*

PROJECT NAME:_____

PROJECT NUMBER:_____

LOCAL GOVERNMENT:_____

This is to certify that all work for the above referenced Project has been completed in accordance with this Agreement and in accordance with the scope as defined in the Approved Investment Lists. A final inspection of the Project has been made. All punch list work has been completed and accepted.

_____ _____

Signature of Authorized Local Government Representative DATE

Revised 7/27/2018

Appendix P – TIA Right of Entry Template – Env. Surveys

Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

Date

RE: GDOT Project PI No. xxxxxxx, Xxxxxxx County
Project Description: TIA Project Name– TIA
Project Right of Entry Letter – Environmental Surveys

Dear Property Owner:

We are requesting your cooperation in our continuing effort to provide a safe and efficient transportation system for the people of Georgia.

The Georgia Department of Transportation (GDOT) is currently preparing to conduct environmental surveys for the above referenced project. GDOT has contracted with the Consultant firms listed below to provide professional services for this project. This project is in the early stages of development and several alternative alignments are under consideration. A larger area of potential effect (APE) is being considered for preliminary engineering purposes. The proposed alignment will be developed within the APE to minimize harm to the natural, cultural, and built environment based on the location of sensitive ecological, archaeological, and historic resources. These field surveys may require access to your property for the purposes of identifying ecological resources (protected species, wetlands, streams, etc.), which may involve small auger tests and flagging of vegetation; identifying historic buildings by evaluating properties 50 years of age or older and documenting them photographically and with site plan and floor plan sketches; and identifying archaeological resources, which may require the excavation of small, temporary shovel or auger tests. These tests, usually no more than one to two feet in diameter and one to three feet deep, will be backfilled upon completion. These surveys may also require the collection of samples for analysis; these samples may include ecological specimens, archaeological collections, and soil samples, along with readings regarding air quality and noise levels. If more extensive work is required (i.e., excavation of larger test units, removal of large areas of vegetation, etc.), you will be personally contacted by GDOT or GDOT's consultant.

During the course of our work, it may be necessary for personnel to enter upon your property as provided for by Georgia Law, Code 32-2-2(a)(9) which states: The Department and its authorized agents and employees shall have authority to enter upon any lands in the State for the purpose of making such surveys, soundings, drillings and examinations as the Department may deem necessary or desirable to accomplish the purpose of this title, and such entry shall not be deemed a trespass, nor shall it be deemed an entry which would constitute a taking in a condemnation proceeding, provided that reasonable notice is given the owner or occupant of the property to be entered and that such entry shall be done in a reasonable manner with as little inconvenience as possible to the owner or occupant of the property. Please be assured that this work will be done in a professional manner with as little inconvenience to you as possible.

The identifying information for this project is as follows:
PI # xxxxxxx, Xxxxxx County
Project Description: TIA Project Name- TIA

The following contact information should be used regarding any questions you have about the project or the work to be performed.

1) GDOT TIA Regional Coordinator: Name, phone number
2) GDOT TIA Project Manager: Name, phone number
3) Prime Consultant: Name, contact, phone number
4) Environmental Consultant: Name, contact, phone number
5) GDOT TIA Environmental Coordinator: Laura Dawood, (770) 548-9904

I sincerely appreciate your cooperation and regret any inconvenience this work may cause.

Sincerely,

Kenneth Franks
GDOT State TIA Administrator

KKF:EW:RC:PM

cc: Xxxxxxxx, GDOT Transportation Board Member – Congressional District x
Eric Wilkinson, GDOT Assistant State TIA Administrator
Xxxxxxxx, GDOT District X Engineer
Xxxxxxxx, GDOT District X Preconstruction Engineer
Xxxxxxxx, GDOT District X Area X Manager
Xxxxxxxx, GDOT TIA Regional Coordinator
Nona Guilford, GDOT TIA Deputy Program Manager
Xxxxxxxx, GDOT TIA Project Manager

Appendix Q – TIA Right of Entry Template – Combined

Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

Date:

RE: GDOT Project PI No. xxxxxxx, Xxxxxxx County
Project Description: TIA Project Name– TIA
Project Right of Entry Letter – Field and Soil Surveys
(please input appropriate types of surveys as required per the project)

Dear Property Owner:

We are requesting your cooperation in our continuing effort to provide a safe and efficient transportation system for the people of Georgia. The Georgia Department of Transportation (GDOT) is currently preparing to conduct field surveys and soil surveys for the above referenced project.

GDOT has contracted with the Consultant firms listed below to provide professional services for this project. During the course of our work, it may be necessary for personnel to enter upon your property as provided for by Georgia Law, Code 32-2-2(a)(9) which states: The Department and its authorized agents and employees shall have authority to enter upon any lands in the State for the purpose of making such surveys, soundings, drillings and examinations as the Department may deem necessary or desirable to accomplish the purpose of this title, and such entry shall not be deemed a trespass, nor shall it be deemed an entry which would constitute a taking in a condemnation proceeding, provided that reasonable notice is given the owner or occupant of the property to be entered and that such entry shall be done in a reasonable manner with as little inconvenience as possible to the owner or occupant of the property. Please be assured that this work will be done in a professional manner with as little inconvenience to you as possible. The following is a brief description of the work that may need to be completed:

Field Surveys (Consultant)
Field surveys are also scheduled to begin soon in the vicinity of your property for the purpose of gathering the information necessary to design the below referenced project. The survey will also include the identification of streams, wetlands and open waters. Additionally, please provide a rough sketch (on provided paper) of the location of your septic tank in relation to your house (if you are on septic system). This will allow crews to collect the location of the septic to be added to our database. This is voluntary and not a requirement but will be very beneficial to our survey and this project moving forward. Please send the sketch back in the provided self-addressed envelope.

Soil Surveys (Consultant)
Consultant field crews, working for the Office of Materials, will soon be in the vicinity of your property for the purpose of conducting a soil survey necessary for the design of the above-mentioned project. This work will consist of using various types of test equipment to determine the type and stability of the soils in the area for the proposed construction of roadways. In some cases, it will be necessary to make test borings using truck or all terrain mounted drill rigs to gather this information. In heavily wooded areas and uneven terrain, some light grading and building of access roads to and around the test site might be necessary but will be discussed with you prior to entry. Otherwise, the work will be done with the least amount of impact to your property as possible.

The identifying information for this project is as follows:
PI # xxxxxxx, Xxxxxx County
Project Description: TIA Project Name- TIA

The following contact information should be used regarding any questions you have about the project or the work to be performed.

1) GDOT TIA Regional Coordinator: Name, phone number
2) GDOT TIA Project Manager: Name, phone number
3) Prime Consultant: Name, contact, phone number
4) Field Surveys: Name, contact, phone number
5) Soil Surveys: Name, contact, phone number

I sincerely appreciate your cooperation and regret any inconvenience this work may cause.

Sincerely,

Kenneth Franks
GDOT State TIA Administrator

KKF:EW:RC:PM

cc: Xxxxxxxx, GDOT Transportation Board Member – Congressional District x
Eric Wilkinson, GDOT Assistant State TIA Administrator
Xxxxxxxx, GDOT District X Engineer
Xxxxxxxx, GDOT District X Preconstruction Engineer
Xxxxxxxx, GDOT District X Area X Manager
Xxxxxxxx, GDOT TIA Regional Coordinator
Nona Guilford, GDOT TIA Deputy Program Manager
Xxxxxxxx, GDOT TIA Project Manager

Appendix R – Revised Concept Report

Georgia Department of Transportation

Revised Project Concept Report

Project Type: _____ P.I. Number: _____

GDOT District: _____ County: _____

Federal Route Number: _____ State Route Number: _____

Project Number: _____

Project Description - Provide a very brief description of the project; Description should be no more than 2-3 lines long

Submitted for approval: *Remove ALL blue guidance & delete any inapplicable signature lines*

Consultant Designer & Firm *or* GDOT Design Phase Office Head & Office *(edit)*	Date
if applicable, remove if N/A TIA Deputy Program Manager	Date
TIA Regional Coordinator	Date
TIA Program Manager	Date
State TIA Administrator	Date

If any items from the approved Concept Report have changed, please add those sections from Appendix A into the report. Examples: FAA coordination, utility updates, MS4 updates, etc.

PLANNING, APPROVED CONCEPT, AND BACKGROUND

Prepared By: *(Office)* **Date:** *Date*

Project Justification Statement: *: A brief statement typically provided by or approved by the Office of Planning, the Office of Bridge Design, or the Office of Traffic Operations identifying and explaining the major issue(s) that the project is intended to address. The Project Justification should include:*

- *Name of the GDOT office(s) and/or committee(s) that approved the Project Justification Statement if applicable*
- *Any designated programs/networks that the project is included in (e.g., GRIP, SRTS, STRAHNET, Oversized Truck Route, designated bike route, APD, etc.).*
- *How the project originated - for example: Transportation Board, Senior Management, PNRC, Planning Office, planning study, local government, MPO, Operations, Bridge Maintenance, etc. and reference or attach any documentation supporting the initiation of the project (e.g., planning studies).*
- *A brief summary of the major issue(s) to be addressed by the project. For example: pedestrian mobility, congestion/LOS/capacity issues, high crash rates, geometric or structural issues, legislative program requirements (e.g., GRIP), infrastructure improvements, streetscapes, etc.*
- *Explanation of the proposed project limits – what conditions exist at the project termini, why should the project terminate at these limits, etc. Note that Logical Termini are determined as part of the NEPA process for federal-aid projects.*
- *Other relevant information regarding the issue(s) the project is intended to address.*
- *Performance goals – in general, what is the major performance goal of the project (e.g., reduce congestion, improve mobility, reduce crashes, correct geometric and/or structural deficiencies, etc.). Also list any expected secondary benefits the project is expected to provide.*

The Project Justification Statement should only include information relevant to the issue(s) to be addressed. Please do not describe possible solutions or include information such as demographics/census information.

Note: The Design Phase Leader will update the approved PJS as needed, and the Office of Planning (or originating office) will review as part of the concept report approval process.

Existing conditions: *A brief general description of the project location as it currently exists such as: intersection control, number of lanes, widths, medians, sidewalks, shared use paths, bicycle lanes, major intersections, substandard skew angles, structures, major utilities in project area, etc.*

Description of the approved concept: *Describe the project as it is currently approved, including any previously approved revisions. Include the proposed length and general location of the project, including any city and county limits or proximity thereto. Identify and describe any context sensitive and/or practical design solutions to be utilized on the project. If an ITS Project, summarize the Concept of Operations briefly.*

Federal Oversight: ☐ PoDI ☐ Exempt ☐ State Funded ☐ Other

(Approved Concept Report) Projected Traffic:

24 HR T: _____ % Open Year (20XX): _____ Design Year (20YY): _____

Updated Traffic:

24 HR T: _____ % ____Open Year (20XX): _____ Design Year (20YY): _____

Updated Traffic Projections Performed by: *GDOT Office or Design Firm name*

Date approved by the GDOT Office of Planning: *Date*

For the purposes of concept development, traffic data may be obtained from the GDOT Traffic Analysis & Data Application (TADA) web page where turning movements are not necessary for analyses or design of intersections.

AASHTO Functional Classification (Mainline): *Functional Classification*

AASHTO Context Classification (Mainline): *Context Classification*

AASHTO Project Type (Mainline): *Project Type*

Functional Classification, Context, and Project Type are determined using guidance from Section 1.4 of AASHTO's 7th Ed., A Policy on Geometric Design of Highways and Streets (a.k.a. The Green Book).

For GA see: GDOT Functional Classification Map web link

VE Study anticipated: ☐ No ☐ Yes ☐ Completed *Date*

If a VE Study has been completed, attach the VE Implementation Letter

PROPOSED REVISIONS

Approved Features:	Proposed Features:

Describe the feature(s) of the current approved project concept. Use the proposed description contained in the most recent approved Concept Report or Revised Concept Report and provide approval date. This paragraph will list one or more of the following items to relate the proposed revision to:
• *Typical section*
• *Project termini*
• *Right-of-way limits which may affect the analysis of environmental resources*
• *Horizontal alignment (from a widening project to new location project or vice-versa)*
• *Access control (Design Variance may be required)*
• *Controlling Criteria*
• *Vertical alignment (at-grade intersection or grade separation, etc.)*
	List the feature(s) to be revised. Revised Concept Reports should only be submitted for the seven bulleted items listed to the left. If the project termini are to be revised, new beginning and ending points shall be provided.
	• *Typical section revisions*
	• *Project termini*
	• *Changes in right-of-way limits which may affect the analysis of:*
	  ○ *Historic resources*
	  ○ *Endangered species*
	  ○ *Archeological resources*
	  ○ *Wetlands or open waters*
	  ○ *Streams or their buffers*
	  ○ *Air quality*
	  ○ *Noise studies*
	• *Revised horizontal alignment (from a widening project to new location project or vice-versa*
	• *Access control revision (Design Variance may be required)*
	• *Controlling Criteria*
	• *Revised vertical alignment (from an at-grade intersection to grade separation, etc.)*

Reason(s) for change: *Briefly describe why the above mentioned changes are being proposed. Note: If project is being split into multiple units, a description including termini as well as separate cost estimates need to be provided for each proposed unit.*

Design Exceptions and/or Variances needed: *If any Design Exceptions and/or Variances are needed to implement the changes above, briefly describe them here. Include approval dates, if available.* ***Important DE/DVs should be discussed with the Roadway Policy Group to verify feasibility of approval prior to submission of the concept report, particularly where Design Controls or other safety-related criteria (e.g., stopping sight distance) are affected and failure to obtain approval of the DE/DV(s) would substantially impact the project.***

ENVIRONMENTAL AND PERMITS

Potential environmental impacts of proposed revision: *Provide a short description of the anticipated effects of the revision (e.g., environmental impacts reduced by avoiding historic boundary/reduced project footprint/etc.; No anticipated environmental effects; Additional stream impacts; etc.). Also, a statement should be included concerning anticipated effects to the environmental/project schedule.*

Have proposed revisions been reviewed by environmental staff? ☐ No ☐ Yes

Environmental responsibilities (Studies/Documents/Permits): *State who is responsible for performing the additional environmental work - e.g., Consultant, GDOT, etc.*

Air Quality:

Is the project located in an Ozone Non-attainment area? ☐ No ☐ Yes

Is a Carbon Monoxide hotspot analysis required? ☐ No ☐ Yes

If yes to Ozone Non-attainment, provide a comparison between the proposed project concept and the conforming plan's model description. Include such features as project limits, number of through lanes, proposed open to traffic year, etc. If project is exempt from conforming plan, explain why. If the project corridor contains a traffic signal, the design year traffic volumes exceed 10,000 vpd ***and*** *the level of service is D, E, or F, a CO hotspot analysis is required.*

Water Quality & MS4: *Do the proposed changes affect any design aspects of the project related to MS4 and/or post-construction stormwater requirements (including environmental reasons such as Protected Species mitigation)? If yes, these should be briefly discussed here and attach supporting documentation as appropriate.*

Environmental Comments and Information: *If environmental impacts are expected to change as a result of the proposed revision, please list by section below; if not, please remove this portion. Include any changes to current permit(s) or mitigation required in the appropriate section(s) below.*

NEPA/GEPA: *Will the environmental document need to be reevaluated due to the proposed concept changes?*

Ecology: *List possible effects to: protected species and their habitats, streams, wetlands, etc. Are additional surveys required? If so, are there seasonal survey requirements that may affect the project schedule?*

Archeology: *List possible effects to archeological resources. Are additional surveys required?*

History: *List possible effects to historic resources. Are additional surveys required?*

Air Quality: *List possible effects to air quality and air quality analysis. Will additional modeling be required?*

Noise Effects: *Do the proposed changes affect the noise impacts of the project? If so, explain.*

Public Involvement: *Will additional public outreach be required as a result of the revision?*

PROJECT COST AND ADDITIONAL INFORMATION

Add additional rows as necessary; Attach current cost estimates to report. Remove revised total row if necessary;

	Breakdown of PE	Breakdown of ROW	Breakdown of Reimbursable Utilities	Breakdown of CST	Total Cost
TIA Programmed Budget					
Funded By					
Date of Estimate					
Estimated Amount					
Budget Contingency/ Inflation					
Total Estimated Cost					
Revised Total Estimated Cost					

*CST Cost includes: Construction, Engineering and Inspection, Contingencies and Asphalt Fuel Price Adjustment.

- *Proposed Funding Source(s): show Federal, State, Local, or Undetermined as applicable (i.e. Federal, State, Federal/State, Federal/State/Local, undetermined, etc.). Please contact GDOT PM if questions.*
- *ROW, Utility, and CST estimates are to be included in attachments. Date of Estimate is the date the estimate was reviewed and/or approved. Estimates developed by design team are to be identified and noted below table (example: ** ROW Estimate developed by design team - submitted to GDOT for approval on xx/xx/xx). Total Cost Difference = Total Programmed cost vs Total Estimated Cost. If the total estimated cost is $2 Million or 20% greater than the total programmed cost, a brief explanation of the anticipated source of the additional required funding is needed (e.g., additional funding anticipated through SPLOST funds, additional federal or state funds will be pursued, etc.).*
  If Railroad PE and CONST costs are included in the PE Funding and Reimbursable Utilities, add note below table.

Recommendation: Recommend that the proposed revision to the concept be approved for implementation.

Comments: *Add comments/notes as appropriate listing other information relevant to the revision.*

Attachments: *General guidance for attachments is provided in the Concept Report Template (PDP Appendix A)*

1. Project Location Map
2. Concept Layout(s)
3. Typical section(s) *attach updated typical section(s) if being revised*
4. Detailed Cost Estimate(s)
    a. Construction Cost Estimate *CST estimates should be generated using AASHTOWare and include Revisions to Programmed Costs and Cost Estimate Worksheets [see R.O.A.D.S.> Design Manuals> Design Related Resources> Engineering Services> Revisions to Programmed Costs template: http://www.dot.ga.gov/PS/DesignManuals/DesignResources]*
    b. Right-of-Way *Attach GDOT ROW Cost Estimate Summary page. If ROW Cost Estimate was not developed or approved by GDOT Office of ROW, add footnote to ROW Cost Estimate Summary Page identifying author & organization on summary. Do not include ROW cost worksheets.*
    c. Section 404 Mitigation *Mitigation cost estimates from the Office of Environmental Services Special Projects Coordinator (currently Lisa Westberry)*
    d. Utilities *Include Railroad costs if applicable. If RR costs were not developed by GDOT Utilities personnel, identify author & organization on cost estimate*
5. Concept Utility Report *if applicable– provided by District Utilities*
6. Conforming plan's network schematics showing thru lanes *Required for capacity-adding projects in air quality non-attainment areas only*
7. Other supporting documents as needed *i.e., meeting minutes - in order most recent to oldest*

APPROVALS *(remove GDOT signatures if not required)*

Concur: _____ _____
Director of Engineering — Date

Approve: _____ _____
Chief Engineer — Date