



GDOT Publications

Policies & Procedures

Form Word: 2440-1a - Field Plan Review Inspection Report

Section: Plan Review

Office/Department: Engineering Services

Reports To: Chief Engineer

Contact: 404-631-1000

See [below](#).

PRELIMINARY/INTERIM/FINAL FIELD PLAN REVIEW INSPECTION REPORT

PI No.:
PROJECT NUMBER:
(Project Type) – (Location)

INSPECTION DATE:
REPORT DATE:
RESPONSE ACCEPTED DATE:

This inspection was requested by _____. The Project Manager is _____.

The plans were prepared by _____.

The report was prepared by _____, and accepted by _____, State Project Review Engineer; Office of Engineering Services. / _____, Federal Highway Administration (if PoDI).

The NEPA/GEPA document was approved on _____.

This report is being distributed via E-mail.

The Inspection Plans were reviewed in _____ prior to the site inspection.

The PFPR was conducted _____ and responses received _____. The complete FFPR submittal package was received by the Office of Engineering Services on _____.

This project is currently scheduled for the _____ Letting. (For FFPR Only)

All comments marked with an arrow symbol (⇒) shall be addressed with a written response by the Project Manager. As per Plan Development Process, responses to all comments will be written in complete sentences and will clearly state the action taken to address the comment. If a comment requests a specific action and the Project Manager determines that no action or a different action will be taken, the response should clearly explain the Project Manager's decision. All responses shall be submitted in Word format (a pdf of the document will not be accepted).

While the Department is offering comments on all or a portion of the construction plans, the Engineer of Record bears sole responsibility to ensure the design meets all special provisions, standards, design requirements and design related policies and other necessary requirements.

PROJECT DESCRIPTION

PoDI Projects Only

ACCEPTED BY: _____
Federal Highway Administration **Date**

FHWA COMMENTS:

DESIGN DATA

CURRENT TRAFFIC ADT:

DESIGN TRAFFIC ADT:

PERCENT TRUCKS:

CURRENT POSTED SPEED:

SPEED DESIGN:

FUNCTIONAL CLASSIFICATION:

The Concept Report was approved on _____.

ENVIRONMENTAL

ENVIRONMENTAL COMMITMENTS: See Green Sheet

GENERAL ENVIRONMENTAL COMMENTS:

The Environmental Resources Impact Table ([Environmental Resources Impact Table](#)) will be coordinated with the project's Environmental Commitments Table and other plan notes to illustrate the restrictions associated with various environmental resources. The responsibility for inserting the table into the plans will rest with the designer, and its content and accuracy will be confirmed by the NEPA analyst who is responsible for environmentally certifying the project. The table shall be included in the General Notes section of all plans beginning with projects that have field plan reviews scheduled for September 1, 2010, and later and/or projects that are scheduled to be let in November 2010 or later. All Environmentally Sensitive Area (ESA) flags on plan sheets shall be changed to read "ESA - See Environmental Resources Impact Table in General Notes for

construction restrictions." The ESA notes shall be placed on ALL plan sheets where an ESA exists.

RIGHT OF WAY

NUMBER OF PARCELS: APPRAISED:

ACQUIRED DEEDS:

ACQUISITION BY:

TYPE ACCESS CONTROL:

GENERAL RIGHT OF WAY COMMENTS:

DESIGN EXCEPTIONS

DESIGN EXCEPTIONS REQUIRED:

DESIGN EXCEPTIONS REQUESTED:

DESIGN EXCEPTIONS APPROVED:

DESIGN VARIANCES

DESIGN VARIANCES REQUIRED:

DESIGN VARIANCES REQUESTED:

DESIGN VARIANCES APPROVED:

SPECIAL PROVISIONS

PROJECT SPECIFIC SPECIAL PROVISIONS FURNISHED FOR THE INSPECTION:

ADDITIONAL PROJECT SPECIFIC SPECIAL PROVISIONS REQUIRED:

GENERAL SPECIAL PROVISION COMMENTS:

ESTIMATED CONTRACT TIME: The Inspection Team recommends __ months.

VALUE ENGINEERING

Total Project Programmed Cost:

VE Study Date:

VE Implementation Approval Date:

General VE Comments:

CONSTRUCTION PLANS

01-XXXX	COVER SHEET
02-XXXX	INDEX
04-XXXX	GENERAL NOTES
05-XXXX	TYPICAL SECTIONS
06-XXXX	SUMMARY OF QUANTITIES
10-XXXX	TRAFFIC DIAGRAM SHEETS
11-XXXX	CONSTRUCTION LAYOUT/STAKE-OUT SHEET
13-XXXX	MAINLINE ROADWAY PLAN SHEETS
15-XXXX	MAINLINE ROADWAY PROFILE SHEETS
16-XXXX	CROSSROAD/SIDE STREET/FRONTAGE ROAD/RAMP PROFILE SHEETS
17-XXXX	DRIVEWAY PROFILE SHEETS
18-XXXX	SPECIAL GRADING
19-XXXX	CONSTRUCTION STAGING & STAGING CROSS-SECTION PLAN SHEETS
20-XXXX	CONSTRUCTION STAGING DETAILS
21-XXXX	DRAINAGE AREA MAP
22-XXXX	DRAINAGE PROFILES
23-XXXX	CROSS SECTIONS
24-XXXX	UTILITY PLANS
	Electrical:
	Gas:
	Sewer:
	Water:
	Telephone:
	Railroad:
	Cable TV:
	Other:
25-XXXX	LIGHTING PLANS & DETAILS
26-XXXX	SIGNING AND MARKING PLANS & DETAILS
27-XXXX	TRAFFIC SIGNAL PLANS
28-XXXX	ATMS / ITS PLANS
29-XXXX	LANDSCAPING PLANS & DETAILS
30-XXXX	MITIGATION PLANS (Wetland, Streams)
31-XXXX	RETAINING WALL ENVELOPES
32-XXXX	RETAINING WALL PLANS
33-XXXX	NOISE BARRIER ENVELOPES
34-XXXX	NOISE BARRIER PLANS

35-XXXX BRIDGE PLANS

Existing Bridge ID No.:

Proposed Bridges:

General Bridge Comments:

Bridge Stakeout Inspection Date:

Date the Results of Bridge Stakeout Inspection were forwarded to the GDOT
Office of Bridge Design:

36-XXXX BRIDGE CULVERT PLANS

37-XXXX MISCELLANEOUS STRUCTURES

38-XXXX SPECIAL CONSTRUCTION DETAILS

39-XXXX SPECIAL DESIGN BOX CULVERTS

44-XXXX UTILITY RELOCATION PLANS

EROSION CONTROL PLANS

Items proposed in plans:

Permanent

Temporary

⇒ Additional items recommended:

Permanent

Temporary

General Erosion Control Comments:

50-XXXX EROSION CONTROL PLANS – COVER SHEET

**51-XXXX EROSION CONTROL PLANS – EROSION, SEDIMENTATION, &
POLLUTION CONTROL GENERAL NOTES SHEET**

General Comments

**52-XXXX EROSION CONTROL PLANS – EROSION CONTROL LEGEND &
UNIFORM CODE SHEET**

53-XXXX EROSION CONTROL PLANS – DRAINAGE AREA MAP

**54-XXXX EROSION CONTROL PLANS – BEST MANAGEMENT
PRACTICES (BMP) LOCATION DETAILS**

**55-XXXX EROSION CONTROL PLANS – EROSION CONTROL
WATERSHED MAP & SITE MONITORING LOCATION**

**56-XXXX EROSION CONTROL PLANS – CONSTRUCTION STANDARDS
& DETAILS**

60-XXXX RIGHT OF WAY PLANS

FIELD INSPECTION

(Comments from field inspection)

EAR / XXX

PERSONNEL PRESENT

PERSONNEL SUBMITTING E-MAIL COMMENTS

c: FHWA (if PoDI Project)
Chief Engineer
Director of Engineering
Project Manager
Design Office Head (DOT design only)
Design Phase Leader
District Engineer
District Construction Engineer
Assistant District Construction Engineer
District Estimator
Area Engineer
District Preconstruction Engineer
District Environmentalist (district design projects only)
District Traffic Engineer
District Utilities Engineer
District Maintenance Engineer
Construction Liaison
ESC Liaison (FFPR Only)
State Construction Engineer
State Materials Engineer
State Maintenance Engineer
State Utilities Engineer
State Traffic Operations Engineer
State Traffic Operations Manager (roundabouts only)
State Roadway Design Engineer (consultant design only)
Assistant State Roadway Design Engineer – Consultant Oversight (consultant design only)
Consultant Oversight Civil Engineer Group Leader (consultant design only)
State Bridge Design Engineer
Bidding Administration Office Head
Contracts Administrator Supervisor
State Right of Way Administrator
State Transportation Planning Administrator
State Environmental Administrator
ENV_Inbox
Assistant State Design Policy Engineer – Engineering Systems Support
Civil Engineer 5 - Roadway Lighting (lighting only)
Assistant State Project Review Engineer – Design Review
Assistant State Project Review Engineer – Environmental Compliance
Chief Estimator (FFPR Only)
Design Review Manager
Design Reviewer

APPENDIX "A"

(Insert EDG Quality Assurance Compliance Report if applicable (PFPR Consultant Plans only))

SCORING RESULTS PER TOPPS 2440-2

Project Number: (#)		County: ()		PI No.: (#)		Project Designed By:	
						DOT Office:	
						Project Manager:	
Date FPR Held: (date)		<input type="checkbox"/> Preliminary <input type="checkbox"/> Interim <input type="checkbox"/> Final				Consultant/Design Office:	
Project Type: Choose appropriate project type:		<input type="checkbox"/> Bridge Replacement <input type="checkbox"/> Rural Widening & Reconstruction <input type="checkbox"/> Urban Widening & Reconstruction <input type="checkbox"/> Maintenance Resurfacing					
<input type="checkbox"/> Major <input type="checkbox"/> Minor		<input type="checkbox"/> Urban <input type="checkbox"/> Rural		<input type="checkbox"/> Intersection Improvement <input type="checkbox"/> Interchange Reconstruction <input type="checkbox"/> Rural Interstate Reconstruction <input type="checkbox"/> Urban Interstate Reconstruction		<input type="checkbox"/> Design-Build <input type="checkbox"/> New Location Roadway <input type="checkbox"/> Traffic Signal Upgrades <input type="checkbox"/> ATMS/ITS	
FOCUS AREAS	SCORE	RESULTS					
Presentation		<input type="checkbox"/> Did not follow PDP <input type="checkbox"/> Did not follow PPG <input type="checkbox"/> Unclear requirements					
		<input type="checkbox"/> Missing information <input type="checkbox"/> Conflicting information <input type="checkbox"/> Incorrect information					
		<input type="checkbox"/> Incorrect quantities <input type="checkbox"/> Missing pay items <input type="checkbox"/> Incorrect pay items					
Notes:							
Judgment		<input type="checkbox"/> Did not follow Concept Report <input type="checkbox"/> Did not follow AASHTO requirements					
		<input type="checkbox"/> Did not follow GDOT policy <input type="checkbox"/> Did not perform adequate QA/QC procedures					
Notes:							
Environmental		<input type="checkbox"/> Not consistent with Environmental Document <input type="checkbox"/> Not consistent with Environmental Permits <input type="checkbox"/> ESA's not shown/incorrect on plans					
		<input type="checkbox"/> Did not address environmental commitments <input type="checkbox"/> Unreasonable environmental commitments/requirements					
Notes:							
Right of Way		<input type="checkbox"/> Did not provide adequate Right of Way/Easements <input type="checkbox"/> Did not show physical characteristics of property					
		<input type="checkbox"/> Was not consistent with constraints to accessing property					
Notes:							
Utility		<input type="checkbox"/> Did not show existing Utilities on plans <input type="checkbox"/> Did not show Strain Pole locations					
		<input type="checkbox"/> Utility Legend discrepancies <input type="checkbox"/> Did not show all relocations					
		<input type="checkbox"/> Did not define all conflicts <input type="checkbox"/> Did not show Contract items					
Notes:							
Constructability		<input type="checkbox"/> Did not provide Staging Cross Sections <input type="checkbox"/> Did not address Temporary Drainage					
		<input type="checkbox"/> Did not include Intermediate Completion Dates <input type="checkbox"/> Did not address Side Road Staging <input type="checkbox"/> Staging will not work as shown					
Notes:							
Schedule		<input type="checkbox"/> Submitted late for Management Let Date <input type="checkbox"/> Additional Field Plan Review required					
		<input type="checkbox"/> Incomplete Initial Submittal <input type="checkbox"/> Extensive Re-do work					
		<input type="checkbox"/> Submitted late for R/W Authorization					
Notes:							

References:

None.

History:

annual review: 03/03/22;

copied to GDOT Publications v.02.00.00: 03/15/12

Reviewed: 3/3/2022