

**Policy:** 2440-2- Performance Measures  
**Section:** Plan Review  
**Office/Department:** Engineering Services

**Reports To:** Chief Engineer  
**Contact:** 404-631-1000

The review processes at the concept review stage, the preliminary field plan review inspection stage, the interim field plan review stage, and the final field plan review inspection stage of plan development will provide performance ratings for key focus areas according to the following:

### **Concept Review Stage**

In the existing Concept Review Process offices review the concept reports, identify issues, and make written recommendations to the State Design Policy Engineer. As part of this same process the Office of Design Policy will provide a rating of the submittal based on the following criteria.

#### **Key Focus Areas for Concept Development**

The issues identified by the Concept Review Stage of project development are used to measure performance in the key focus areas of concept development according to the following criteria.

#### **Area A – Submission (20%)**

##### **Purpose**

Demonstrate whether the report was submitted on time, how well the submittal followed guidelines, whether the report provided complete, accurate, and appropriate information.

##### **Requirements**

- Follow PDP guidelines.
- Submit on time according to baseline schedule.
- Documents Concept Team Meeting appropriately (Meeting minutes and attendees).
- Provide complete cost estimates with estimated quantities and unit cost for major items of work.
- Provide information that is ~~correct~~ clear, and consistent throughout the submittal.

#### **Area B – Office Head Review (50%)**

##### **Purpose**

Demonstrate how well the submittal indicated the use of good judgment during concept development to appropriately address the Project Justification.

**Requirements**

- Provide clear, consistent information throughout the report.
- Clearly explain/document decision making process.
- Provides clear layout showing ROW/property impacts, project footprint, termini, and potential environmental impact.
- Documents coordination with local governments and District Office(s).
- Report and documentation support preferred alternative.
- Concept meeting minutes present clear discussion of project and project issues.
- Project scope is consistent with project justification.
- Cost estimates are accurate.

**Area C - Report Correction (20%)****Purpose**

This item examines issues identified by the review process with the aim of demonstrating the effectiveness in addressing comments received during the review process.

**Requirements**

- Respond appropriately to comments received from reviewers.
- Correct concept report and return with comment responses within allotted time.
- Report should be ready for management approval after one resubmission.

**Area D - Management Approval (10%)****Purpose**

This item examines issues identified during management approval.

**Requirements**

- Report receives concurrence from Director of Engineering without comment.
- Report is approved by Chief Engineer without comment.
- Concept Report is approved on time according to the baseline schedule.

**Composite Rating****Purpose**

This item provides an overall composite score, weighing the values of Areas A, B, C, and D above.

**Requirements**

- Each of the focus areas above are provided a score according to the established Scoring Criteria, which is then weighted based on the percentage values in each area to create an overall score for the report.

## **Preliminary Field Plan Review Stage**

In the existing Preliminary Field Plan Review Process teams review preliminary plans and contract documents identifying issues and presenting those issues in reports. As a part of this same process the preliminary plan submittal will be rated based on the following criteria.

### **Key Focus Areas for Preliminary Plan Development**

The issues identified by the Preliminary Field Plan Review Stage of project development are used to measure performance in the key focus areas of preliminary plan development according to the following criteria.

#### **Category 1 – Presentation**

##### **Purpose**

Demonstrate how well the submittal followed guidelines, provided appropriate information, and provided correct information.

##### **Requirements**

- Follow PDP guidelines for requesting PFPR.
- Follow Plan Presentation Guide.
- Present all work having a potential impact on the project "footprint".
- Provide information that is correct, and consistent throughout the submittal.

#### **Category 2 – Judgment**

##### **Purpose**

Demonstrate how well the submittal indicated the use of good engineering judgment.

##### **Requirements**

- Maintain project "footprint" and "logical termini" established in the Concept Phase.
- Meet established Design Criteria.
- Consider project constraints.
- Make good decisions.

#### **Category 3 – Environmental Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the impacts to the environmental process, with the aim of demonstrating the effectiveness in addressing environmental constraints.

##### **Requirements**

- Maintain consistency with environmental documents.
- Maintain consistency with environmental permits.
- Avoid additional environmental documentation.
- Avoid additional permits.
- Avoid conflicts with environmental constraints.

#### **Category 4 - Right of Way Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the impacts on right of way acquisition, with the aim of demonstrating the effectiveness in anticipating and solving right of way issues.

##### **Requirements**

- Provide adequate right of way.
- Provide physical characteristics of property (buildings, wells, signs, etc.).
- Consistent with constraints to accessing property.
- Consistent with property costs and impacts.

#### **Category 5 - Utility Focus**

##### **Purpose**

This item examines issues identified by the review process to determine the impacts on the utility process, with the aim of demonstrating the effectiveness in anticipating and solving utility issues.

##### **Requirements**

- Define conflicts.
- Consider costs.
- Minimize impacts.
- Consider utility constraints.

#### **Category 6- Constructability Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the impacts to project constructability, with the aim of demonstrating the effectiveness of anticipating and addressing construction issues.

##### **Requirements**

- Provide adequate access and room to do work.
- Consider construction constraints.
- Provide traffic maintenance.
- Provide constructible design.

#### **Category 7 - Schedule Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the potential impacts to project schedule, with the aim of demonstrating how delivery and quality affect schedule.

##### **Requirements**

- Provide submittal according to schedule.
- Provide submittal according to PDP guidelines.

## **Interim Field Plan Review Stage**

In the Interim Field Plan Review Process, teams review plans and contract documents to confirm the design has continued in a quality and efficient manner and documenting this quality and efficiency in reports. As a part of this same process the interim plan submittal will be rated based on the following criteria.

### **Key Focus Areas for Interim Plan Review**

The issues identified by the Interim Field Plan Review are used to measure performance in the key focus areas of plan development according to the following criteria.

#### **Category 1 – Presentation**

##### **Purpose**

Demonstrate how well the submittal followed guidelines, provided appropriate information, and provided correct information.

##### **Requirements**

- Follow PDP guidelines for requesting IFPR.
- Resolve PFPR issues and address appropriately in the plans.
- Follow Plan Presentation Guide in presenting all work to be accomplished by the project.
- Clearly addresses measurement and payment for the items of work.
- Provide information that is correct, and consistent throughout the submittal.

#### **Category 2 – Judgment**

##### **Purpose**

Demonstrate how well the submittal indicated the use of good engineering judgment.

##### **Requirements**

- Maintain project "footprint" and "logical termini" established in the Concept Phase.
- Meet established Design Criteria.
- Consider project constraints.
- Make good decisions.

#### **Category 3 – Environmental Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the impacts to the environmental process, with the aim of demonstrating the effectiveness in addressing environmental constraints.

##### **Requirements**

- Maintain consistency with environmental documents.
- Maintain consistency with environmental permits.
- Avoid additional environmental documentation.

- Avoid additional permits.
- Avoid conflicts with environmental constraints.

#### **Category 4 - Right of Way Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the impacts on right of way acquisition, with the aim of demonstrating the effectiveness in anticipating and solving right of way issues.

##### **Requirements**

- Provide adequate right of way.
- Provide physical characteristics of property (buildings, wells, signs, etc.).
- Consistent with constraints to accessing property.
- Consistent with property costs and impacts.

#### **Category 5 - Utility Focus**

##### **Purpose**

This item examines issues identified by the review process to determine the impacts on the utility process, with the aim of demonstrating the effectiveness in anticipating and solving utility issues.

##### **Requirements**

- Define conflicts.
- Consider costs.
- Minimize impacts.
- Consider utility constraints.

#### **Category 6 – Constructability Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the impacts to project constructability, with the aim of demonstrating the effectiveness of anticipating and addressing construction issues.

##### **Requirements**

- Provide adequate access and room to do work.
- Consider construction constraints.
- Provide traffic maintenance.
- Provide constructible design.

#### **Category 7 - Schedule Focus**

##### **Purpose**

This Item examines issues identified by the review process to determine the potential impacts to project schedule, with the aim of demonstrating how delivery and quality affect schedule.

### **Requirements**

- Provide submittal according to schedule.
- Provide submittal according to PDP guidelines.

## **Final Field Plan Review Inspection Stage**

In the existing Final Field Plan Review Process teams review final plans and contract documents identifying issues and presenting those issues in reports. As part of this same process the final plan submittal will be rated based on the following criteria.

### **Key Focus Areas for Final Plan Development**

The issues identified by the Final Field Plan Review Stage of project development are used to measure performance in the key focus areas of final plan development according to the following criteria.

### **Category 1 – Presentation**

#### **Purpose**

Demonstrate how well the submittal followed guidelines, provided appropriate information, and provided correct information.

#### **Requirements**

- Follow PDP guidelines for requesting FFPR.
- Resolve PFPR issues and address appropriately in the plans.
- Follow Plan Presentation Guide in presenting all work to be accomplished by the project.
- Clearly addresses measurement and payment for the items of work.
- Provide information that is correct, and consistent throughout the submittal.

### **Category 2 – Judgment**

#### **Purpose**

Demonstrate how well the submittal indicated the use of good engineering judgment.

#### **Requirements**

- Maintain project "footprint" and "logical termini" established in the Concept Phase.
- Meet established Design Criteria.
- Consider project constraints.
- Make good decisions.

### **Category 3 – Environmental Focus**

#### **Purpose**

This Item examines issues identified by the review process to determine the impacts to the environmental process, with the aim of demonstrating the effectiveness in addressing environmental constraints.

**Requirements**

- Maintain consistency with environmental documents.
- Maintain consistency with environmental permits.
- Avoid additional environmental documentation.
- Avoid additional permits.
- Avoid conflicts with environmental constraints.

**Category 4 - Right of Way Focus****Purpose**

This Item examines issues identified by the review process to determine the impacts on right of way acquisition, with the aim of demonstrating the effectiveness in anticipating and solving right of way issues.

**Requirements**

- Provide adequate right of way.
- Provide physical characteristics of property (buildings, wells, signs, etc.).
- Consistent with constraints to accessing property.
- Consistent with property costs and impacts.

**Category 5 - Utility Focus****Purpose**

This item examines issues identified by the review process to determine the impacts on the utility process, with the aim of demonstrating the effectiveness in anticipating and solving utility issues.

**Requirements**

- Define conflicts.
- Consider costs.
- Minimize impacts.
- Consider utility constraints.

**Category 6 – Constructability Focus****Purpose**

This Item examines issues identified by the review process to determine the impacts to project constructability, with the aim of demonstrating the effectiveness of anticipating and addressing construction issues.

**Requirements**

- Provide adequate access and room to do work.
- Consider construction constraints.
- Provide traffic maintenance.
- Provide constructible design.



## **Category 7 - Schedule Focus**

### **Purpose**

This Item examines issues identified by the review process to determine the potential impacts to project schedule, with the aim of demonstrating how delivery and quality affect schedule.

### **Requirements**

- Provide submittal according to schedule.
- Provide submittal according to PDP guidelines.

## **Scoring Criteria**

The following scoring criteria will be used to determine the rating for each key focus area for all stages.

<b>SCORING RESULTS</b>	
<b>SCORE</b>	<b>RESULTS</b>
Poor	<ul style="list-style-type: none"><li>• Significant revision to concept warranted.</li><li>• Significant discrepancies in meeting most requirements.</li><li>• Significant redo-work for major items of work.</li></ul>
Marginal	<ul style="list-style-type: none"><li>• Minor revision to concept warranted.</li><li>• Significant discrepancies in meeting some requirements.</li><li>• Significant redo-work for a major item of work.</li></ul>
Adequate	<ul style="list-style-type: none"><li>• Minor discrepancies in meeting a several requirements.</li><li>• Minor redo-work for a major item of work.</li><li>• Significant redo-work for clerical type issues.</li></ul>
Good	<ul style="list-style-type: none"><li>• Minor discrepancies in meeting a few requirements.</li><li>• Minor redo-work for a major item of work.</li><li>• Minor redo-work for clerical type issues.</li></ul>
Excellent	<ul style="list-style-type: none"><li>• Minor discrepancies in meeting a requirement.</li><li>• No redo-work.</li></ul>

## **Data Collection and Maintenance**

The State Design Policy Engineer will collect and maintain the rating data for the concept review stage.

The State Project Review Engineer will collect and maintain the rating data for the preliminary field plan review inspection stage, interim field plan review inspection stage, and the final field plan review inspection stage.

**References:**

None.

**History:**

annual review: 03/03/22;

added to TOPPS: 2/21/01

Reviewed: 1/28/2021

Reviewed: 3/3/2022