



GDOT Publications

Policies & Procedures

Policy: 2721-1- Quick Response (QR) Procedures Policy

Section: Local Grants Policies

Office/Department: Local Grants Office

Reports To: oCOMSR Deputy Commissioner

Contact: 404-631-1000

The following policy has been developed to ensure that Quick Response Projects (QR) are programmed and developed consistently in all Districts and Offices. It is necessary to have a method for bid tabulations and contract negotiations related to these types of contracts.

Quick Response (QR) Projects are typically operational improvement type projects, safety or maintenance, and cannot exceed \$199,999.99 in total cost (see O.G.C.A. 32-2-61). Requests for a Quick Response (QR) Project, through the Negotiated Contract method, originate (typically) from the District Engineer.

Once the need for a project is identified by the District Office, the District staff complete the Project Request Form and Estimate Approval Package and forward to the Local Grants Office for review and further action. All relevant information that may assist the Local Grants Administrator, Deputy Commissioner, Division Director of Operations, and the Chief Engineer with the review process should be included. An official version of the Project Request Form and Estimate Approval Package for QR projects will be maintained by the Office of Local Grants.

Once the Project is approved, the Local Grants Office will assign PI Number, request Environmental Clearance and notify the District Engineer of approval.

For State funded projects (non-land disturbing and minor land disturbing activities) that do not exceed \$100 million in costs, environmental evaluations and public hearings are not required consistent with GDOT policy [4415-10.A.1-6 Georgia Environmental Protection Act \(GEPA\)](#). In these instances, please continue to sign the environmental certification statement on the Traffic Operation Quick Response Project Request Form submittal cover sheet. The Local Grants Office will use this information to complete the *State Funded Quick Response/Minor Project Checklist & Certification for Let* (checklist) document for the State Environmental Administrator's signature. Once signed by all parties, the checklist will serve as environmental approval for the project. An approved checklist must be received prior to executing a contract for construction of the project. If any state funded project requires additional right of way, 404 permits, stream buffer variances, etc. (see the *State Funded Quick Response/Minor Project Checklist & Certification for Let* form for the complete list of considerations), then environmental evaluations must be undertaken consistent with GDOT Policy 4415-10.C.1-6. In these instances, state funded projects will need to be referred to the Office of Environmental Services for the completion of environmental evaluations and assessment of effects as applicable.

When Environmental Clearance is complete, the Local Grants Office will notify the District Engineer or designee via e-mail. The District Office may begin the process of soliciting a minimum of three (3) bids and award to the lowest bidder. The District must contact at least one (1) certified DBE and/or small business when soliciting bids.

Once the price for the Work is agreed to by both parties, the District Construction Estimator shall review the engineering estimate. The District Engineer will notify the Local Grants Office of the low bid amount, and funding will be requested by the Local Grants Office. The low bid notification should be in the form of a bid tabulation which lists all bid amounts received responsive or not, with each bidding DBE and/or small business contractor clearly identified. The Office of Local Grants will submit a [DOT-1625 Project Allotment Funds Request](#) form for the actual award amount in accordance with Policy [7120-1 Project Funding Policy](#) once the low bid amount is received. The District will initiate the execution of four (4) originals of the Negotiated Contract document with the qualified low-bid Contractor selected to perform the Work

Policy: 2721-1 - Quick Response (QR) Procedures Policy

Date Last Reviewed: 4/17/2018

and forward to the Contractor for signatures as outlined in the Agreement. An official version of the contract template for QR projects will be maintained by the Office of Local Grants. The District shall ensure that all items on the contract template are completed.

For each contract submittal:

- The completion date on the Bid Package matches the date in item 3 in the Agreement for Services.
- The Bid Total/Fixed Price on the Bid Package is for the entire project amount, and matches the amount on the Agreement for Services.
- The full company name and Tax ID should be consistent throughout the Agreement package.
- The PI Number should be listed at the top of each page of the Agreement.
- The Contractor should enter the date in the Agreement for Services when he/she signs the agreement.
- For projects over \$100,000, a performance bond is required. If required, enter the Contract Number in the appropriate space on the bond form.
- The General Release of Claims is not to be signed by the Contractor until final invoice is submitted, but is part of the Agreement package.

Upon receipt of the four (4) original agreements, ensure that the packages are complete:

- The Contractor has signed, dated and affixed a corporate seal to all four copies.
- Performance bond is attached if required. Ensure that the seal of both the Surety Company and Contractor are affixed to the document.
- A certificate of insurance.
- Signed [E-Verify form](#).
- If any item does not apply, enter "N/A".

Once executed by the Contractor, the District Engineer will forward the four (4) originals to the Local Grants Office. Once received, the Local Grants Office will enter the project into the Contract Authorization Tracking System ([CATS](#)) to create a Contract Number, and route for signatures on behalf of the Districts.

Once the Contract is fully executed, the Local Grants Office will notify the District Engineer via email and will forward two (2) of the executed Contracts to the District. Provided the Project's right-of-way is certified and environmental clearance is obtained, the District Engineer will forward one original to the Contractor and give a written Notice to Proceed (NTP) to start the Work as outlined in the Negotiated Contract Documents. The Local Grants Office should be copied on the NTP.

Once the work is completed, the District Engineer will send a Final Acceptance letter, completed *DBE Participation Report* ([Form C2-98M](#)), the final invoice and an executed General Release of all Claims Form to the Local Grants Office recommending the project be closed and final payment will be made. Upon receipt of final invoice, secure a signed General Release of all Claims form from the contractor, and make it a part of the file. The District may also submit partial payments prior to the final payment to the Local Grants Office for payment processing. The District Engineer will also copy the Contractor with the Final Acceptance Letter so the Contractor can be released from the bond.

References:

Click here to enter Policy references, if any.

History:

updated logo: 10/03/18;
annual review: 04/17/18;
new policy: 11/10/16