

Policy: 4465-6- Survey Manpower to Meet Project Schedules

Section: Surveys

Office/Department: Office of Design Policy/Support

Reports To: Division of Engineering

Contact: 404-631-1000

The Department has established schedules for project letting that meet the projected construction work program. It is very important that surveys, both district, field, and photogrammetric, provide the design survey data on schedule. It is to this end that this office requests that each District Location Manager pay close attention to the survey schedules in the Department's GEOPI system and monitor schedules on the Project Statistics Report (PSR). The District Location Manager should notify the Location Bureau Chief when they realize a baseline schedule date may not be met or resources are not available. The Location Bureau Chief will either move resources to accommodate, use a Statewide Location Bureau (SLB) consultant, or advise OPD to consult out the work.

The following procedures are to be followed by the District Location Manager when problems with meeting scheduled delivery dates are projected:

1. When requests are received from the Location Bureau, the District Location Manager should review current workload and resources and advise the Location Bureau Chief if the work cannot be completed on time.
2. The Location Bureau Chief will review other in-house resources to complete the work including SLB crews. If in-house resources are exhausted, SLB may allow Location Bureau consultants to perform the work with scope and funding allows.

Only after the above steps have been exhausted, SLB will advise the Project Manager (PM) the schedule can't be met and the PM will be responsible for a Project Change Request form.

1. Re-assignment and/or relocation of DOT personnel;
2. Consultant contract;
3. Change the schedule.

All survey requests are to be made through the Location Bureau Request email at: slbsurveyrequests@dot.ga.gov.

References:

None.

History:

annual review: 08/12/25;
added to TOPPS: 05/01/96;
added to Manual of Guidance