

DATE: November 15, 2023

FROM: ^{EAP} Office of Engineering Services

TO: Program Delivery, TIA, Roadway Design, Consultant Relations Committee

SUBJECT: Guidelines to Request a Change to a Field Plan Review (FPR) Score

FPR scoring criteria is defined in GDOT Policy 2440-2. Scores of Excellent, Good, and Adequate are considered acceptable and will not be eligible for change. **This process only applies to scores of Marginal and Poor.**

Requestor (Engineer of Record/Designer, Project Manager)

- Provides clear and obvious errors in scoring to GDOT Project Manger

GDOT Project Manager

- Reaches out to Assistant State Project Review Engineer – Design Review in the Office of Engineering Services with request to change score
- Provides clear and obvious errors in scoring approach

Assistant State Project Review Engineer – Design Review

- Reviews requested change(s) with Design Review Manager and Design Reviewer
- If the Design Reviewer and Design Review Manager agree with errors, we will make the change and let the GDOT Project Manager know
- If the Design Reviewer and Design Review Manager do not agree with errors, we will not make the change and let the GDOT Project Manager know
- If we need to discuss, Assistant State Project Review Engineer – Design Review will set up a meeting with GDOT Project Manager and Requestor

Design Reviewer

- If no change is made, then there is nothing to do
- If a change is made, then the Design Reviewer will:
 - Revise the scoring summary by striking through the original score, change the text red, and add the new score
 - Add a note stating the score was changed on this date by Engineering Services, but they do not have to provide the reason
 - Distribute report with accepted responses and changed score to PM, as normal
 - Do not revise the original report just the accepted responses report
 - Updates Engineering Services database with the new score and adds a comment saying Engineering Services revised score on this date

Time to Request

- A request to change an FPR score must be submitted within two weeks (10 Business Days) from the distribution of the final FPR report

For questions regarding this process please contact Walt Taylor at 404-631-1922 or wtaylor@dot.ga.gov.

EAR:WDT