



V. TEAM SUPPORT REVIEW PROCESS

This chapter discusses the process Team Support goes through when reviewing Construction and/or Right-of-Way plans through the various plan stages.

A. Submission Requirements/Checklists

Team Support requires certain items at the different design stages to facilitate their review.

At the Survey and Preliminary Plan submissions, the following items are to be included:

- All research (historic contracts and project parcel research, organized by project parcel in chronological order with a list of the information that is included, see Chapter II Section 5). Any updates to this information that occurs during the project development should be included in subsequent plan submissions, when applicable.
- Project Survey Report, see Chapter II, Section G.
- MicroStation design files (alignments **AL**, field survey **FS** and existing R/W mosaic **RM** or **RW**).

For all subsequent plan submissions, including Revisions, the following items are to be included:

- MicroStation design files (alignments **AL** and proposed R/W **RW**).
- For R/W plan submissions, including Revisions, the corresponding Construction plans at that current stage of design.
- Comment responses that pertain to the existing R/W and the proposed acquisitions. These are not necessarily limited to the comments provided by Team Support and Right-of-Way and may be comments made on the construction and/or R/W plans.
- If needed, updates to items included with prior submissions (such as research, design files, etc.) with a description of the updates.
- Completed R/W Checklist, which can be found on the DRC. This is required for Semi-Final and Final R/W plan submissions.
- Completed Parcel Impact Form(s) for each parcel requiring acquisition(s). This is required for Semi-Final R/W and all subsequent plan submissions.

B. Bluebeam Review

DelDOT has transitioned all plan reviews for Capital Transportation Projects to Bluebeam Studio review sessions. Under this process, PDF's of the plans and any other documents requiring

concurrent review for a project's plan submission are loaded into a review session in Bluebeam. Designated reviewers are granted access to the review session and then can make comments directly in the PDF(s). Multiple reviewers can access the review session simultaneously and can see other reviewers' comments. The review session closes on the date assigned as the end of the comment period. After the review session closes, the DelDOT Project Manager will save the PDF(s) containing the comments to the project directory. The Practitioner is to address all comments and provide responses within the PDF(s). Comment responses from the Practitioner will be made available with the next submission.

Each plan submission for a project will have a separate Bluebeam review session assigned to it. R/W Plan Revisions may or may not have a separate Bluebeam review session, depending on the extent of the changes. Team Support will make this determination when the R/W Plan Revision is received.

C. Review Stages

The Team Support Section approach to plan reviews depends on which stage of design the plans are at when submitted. During the earlier stages of design, the review is more heavily focused on the existing R/W mosaic. During the later stages of design, the review is geared more towards the proposed acquisitions. The documentation required to properly review each plan submission is discussed below. Insufficient and/or inadequately formatted documentation may be a basis for a delay or partial plan review.

The Practitioner should refer to the DelDOT DRC, and more specifically PM-20-001: Electronic Plan Review Best Practices, for additional information.

1. *Scoping Meeting*

The Right-of-Way Section should be invited to scoping meetings at the start of the project so that potential property impacts can be discussed with the Practitioner and project team. The Right-of-Way Section should also be invited to public workshops to ensure that property owners are aware of the impacts and the Right-of-Way Section can be part of the coordination. All Public Outreach coordination should be documented in the NEPA document for the project. The Practitioner should note that acquisitions should not start until the NEPA document for the project is complete and approved, except through the Advance Acquisition process. The appropriate NEPA documentation should be coordinated with the Environmental Stewardship Section.



2. Survey Plans

At the Survey Plan stage, Team Support's review is focused on the establishment of the existing baseline(s) and existing R/W mosaic. The Reviewer will go through the research provided for the project, including but not limited to, the historic contracts, title searches, deed, and easement documentation, will records and recorded plats. The Reviewer will verify that all of the relevant documentation has been provided. If additional historic contracts and/or deed and easement documents are required, the Reviewer will provide comments requesting those references. If additional historic documentation is required to complete the review, the Practitioner will be required to provide the additional documentation and resubmit the Survey Plans.

The Reviewer will then compare the research with the existing baselines(s) that have been established. If the baseline differs from what was previously established in the historic contract(s), those comments will be provided. The Reviewer will compare the existing R/W as was established based on the historic contracts and recorded documentation. Any discrepancies between what is shown on the plans and the recorded documentation will be noted in the comments if sufficient explanation for the discrepancies has not been provided in the Project Survey Report.

Next the Reviewer will examine the parcel documentation to assess the property boundary linework that was established. The existing found monumentation and stream/riparian boundaries will be considered during the review. Any comments and/or recommendations on the property boundary linework will be provided. The Practitioner should verify current parcel ownership and any boundary changes or outsales within two weeks prior to the Survey Plan Submission. The Reviewer will check current parcel ownership via the appropriate County website and provide comments accordingly.

The Reviewer will review the existing topographic survey features shown on the plans, possibly including an on-site review. The Practitioner will be responsible for updating the existing topography due to any road or private improvements that might occur during project development.

Upon completion of the Survey Plan review, the DelDOT Project Manager will schedule a Right-of-Way Concurrence Meeting. All DelDOT sections impacted by the project will be invited to attend and provide comments. Discussions will include establishment of the R/W baseline, R/W mosaic, project schedule and other significant findings. See the DRC for the DelDOT Existing Right-of-Way Concurrence Meeting agenda.

3. Preliminary Construction Plans

Team Support participates in the review of the Preliminary Construction Plans. A separate Preliminary Right-of-Way Plan submission is not required. If the Survey Plan stage was bypassed for a project, the Preliminary Plan review will include the process as discussed in the Survey Plan section above and the relevant research and documentation should be included with the Preliminary Plan Submission.

If Survey Plans were previously submitted for review, the next submission is the Preliminary Plans. The submission should include a discussion of any changes made from the previous submission, with regards to the existing R/W mosaic. At the Preliminary Plan stage, Team Support's review is focused on verifying all Survey Plan comments provided by Team Support have been addressed satisfactorily. Team Support will then review the preliminary acquisition linework and make recommendations on the potential R/W impacts based on the proposed design in the Preliminary Construction Plans. The Practitioner should verify current parcel ownership and any boundary changes or outsales within two weeks prior to the Preliminary Plan Submission and include documentation and a discussion for any changes. The Reviewer will check current parcel ownership via the appropriate County website and provide comments accordingly.

The Reviewer will check the horizontal data for the proposed baseline(s) on the H&V sheets versus the design files and provide any comments.

4. Semi-Final R/W Plans

At the Semi-Final Plan stage, Team Support's review is focused on the proposed acquisitions and any design changes between the Preliminary and Semi-Final submissions. If the project limits have changed since the previous submission, a brief discussion of those changes should be included with the submission. Significant changes in the project limits and/or baselines may require the Reviewer to re-evaluate elements outlined in the previous reviews. Note, if the Right-of-Way plan set is separate from the Construction plans, a full set of Construction plans at that stage shall be included with the submission. The Reviewer will verify that all Preliminary Plan comments from the Team Support Section have been addressed satisfactorily. Plans will be reviewed to confirm that the proposed acquisitions encompass all the proposed design features, including but not limited to, proposed grading, phasing, temporary construction access, E&S, signing, stormwater facilities, drainage, signal, lighting, and utility relocations. The Reviewer will also check the need for the proposed acquisitions. If the proposed acquisition appears that it can be reduced in size based on the need shown on the construction plans, the recommendation will be provided with the comments.



The Practitioner should verify current parcel ownership and any boundary changes or outsales within 2 weeks prior to the Semi-Final Plan Submission and include documentation and a discussion for any changes. The Reviewer will check current parcel ownership via the appropriate County website and provide comments accordingly. Proposed acquisition closures will be verified by the Reviewer, who will comment on any needed revisions.

Once the Semi-Final Plan review is complete, the Semi-Final R/W Concurrence Meeting will be scheduled by the DelDOT Project Manager to discuss the project and comments. See the DRC for the Semi-Final Right-of-Way Review Concurrence Meeting agenda. Representatives from Design, Right-of-Way Engineering, Utilities, Acquisitions, Relocations and Settlements, Appraisals, and any other DelDOT sections that are impacted by the project, such as Environmental Stewardship, Water Resources, Land Services, etc., as discussed during the Survey Concurrence Meeting, should attend the meeting. At the meeting, the proposed acquisitions and the potential impacts will be discussed. Any potential total acquisitions and other acquisitions that may be required due to uneconomic remnants or lack of access will also be discussed. Parcel impact forms for all parcels with proposed acquisitions are to be included in the Semi-Final submission.

5. Revised Semi-Final R/W Plans

At the Revised Semi-Final R/W Plan stage, Team Support's review is again focused on the proposed acquisitions and any design changes between Semi-Final R/W and Revised Semi-Final R/W. The submission should include a discussion of any changes from the previous submission. Significant changes in design may require the Reviewer to re-evaluate elements outlined in the previous reviews. Note, if the Right-of-Way plan set is separate from the Construction plans, a full set of Construction plans at that stage shall be included with the submission. The Reviewer will verify the Semi-Final R/W Plan comments have been addressed satisfactorily. The Reviewer will check any updates to the proposed acquisition linework and metes and bounds and will provide comments accordingly. The Practitioner should verify current parcel ownership and any boundary changes or outsales within 2 weeks prior to the revised submission and include documentation and a discussion for any changes. The Reviewer will check current parcel ownership via the appropriate County website and provide comments accordingly. Updated parcel impact forms for all parcels with proposed acquisitions are to be included in the Revised Semi-Final submission.

The Revised Semi-Final R/W review process repeats until all design/acquisition changes have been made, closures confirmed, parcel ownership is correct, and all comments have been addressed. Any revised submissions should include a discussion of any changes from the previous submission.

6. Final R/W Plans

Once all comments from Team Support have been addressed, the R/W plans are considered Final. Note, if the Right-of-Way plan set is separate from the Construction plans, a full set of Construction plans at that stage shall be included with the submission. Parcel impact forms for all parcels with proposed acquisitions are to be included in the Final submission. The Reviewer will verify the Revised Semi-Final R/W Plan comments from Team Support have been addressed satisfactorily. The Reviewer will check any updates to the proposed acquisition linework and metes and bounds and will provide comments accordingly. The Practitioner should verify current parcel ownership and any boundary changes or outsales within 2 weeks prior to the submission and include documentation and a discussion for any changes. The Reviewer will check current parcel ownership via the appropriate County website and provide comments accordingly.

The Reviewer will check the Final R/W Memo to verify all impacts to existing monumentation and existing easements have been identified.

Once the Reviewer has determined that all comments have been addressed, the DelDOT Project Manager will be notified to submit a Final R/W Plan Set with the signature and seal of the Engineer of Record. Plan approval requirements are detailed in the *Engineering Plan Approval Policy* PI D-4, found on the DRC. Once the Final R/W Plan Set has been signed by all appropriate individuals, Team Support will forward the fully signed Final R/W Plans to the Right-of-Way Section to begin the acquisition process.

7. Right of Way Certification

After the Right-of-Way Plans have been finalized on a project, the Acquisitions, Relocations and Settlements Section will proceed with obtaining the proposed acquisitions. Any subsequent approved R/W Revisions will be immediately forwarded to the Acquisitions, Relocations and Settlements Section by the Team Support Section to update the acquisitions and negotiations for all affected project parcels. The Practitioner should be aware of parcels that are having appraisals performed for the R/W acquisition process. Changes to the proposed acquisitions on these parcels need to be communicated by the DelDOT Project Manager to the Acquisitions, Relocations and Settlements Section as soon as they are known to minimize impacts on the appraisal process time and cost.

Once the acquisitions have been completed, the Chief of Right-of-Way will issue the Right-of-Way Certification. The R/W Certification attests that:

- All necessary property interests have been acquired in accordance with current FHWA and State acquisition policies;



- All necessary rights-of-way have been acquired, including legal and physical possession;
- All project rights-of-way are currently available in accordance with the project R/W plans;
- Any residential displacements have been relocated or adequate replacement housing has been provided in accordance with current FHWA relocation policies;
- All occupants have vacated the lands; and
- The State has physical possession and the right to remove, salvage or demolish any improvements acquired as part of the project, and enter on all land.

There are various levels of R/W Certifications that the Right-of-Way Section can issue for a project. Refer to the Right-of-Way Manual for further information.

8. R/W Plan Revisions

The following changes made to the Right-of-Way Plans that occur after final signature require a formal Right-of-Way plan revision:

- Changes to the plans that will affect the proposed metes and bounds of a proposed property acquisition.
- Changes to the plans that will affect the rights to be acquired during a proposed property acquisition.

The plan revision should be executed expeditiously so as not to delay a project's R/W acquisition. As soon as it is determined that a Right-of-Way revision may be needed, both the Team Support Section as well as the Acquisitions, Relocations and Settlements Section should be contacted to alert them of the pending change. The Practitioner should also contact any other support sections that may need to be aware of the proposed change. This includes, but is not limited to, the following sections:

- Utilities
- Traffic Design
- Traffic Safety Programs
- Environmental Stewardship
- Water Resources
- Development Coordination
- Engineering Support
- Materials and Research
- Project's Area Engineer
- Maintenance District
- Legal

The Practitioner should prepare the Right-of-Way Plan Revision in accordance with the guidelines in Chapter IV of this Manual and the Example Plans located on the DRC. Once the plans have been updated, a Bluebeam review session should be created by the Practitioner. A templated memo for the Bluebeam review of the R/W Plan Revision can be found on DeIDOT's DRC under the Project Management tab. Right-of-Way Plan Revision submissions shall include documentation with the reason(s) for the change(s), the parcels affected, and the sheets affected. The Practitioner must also provide updated Construction Plan sheets if they are separate from the Right-of-Way plans with the Right-of-Way Revision for review purposes. If the Practitioner determines that updated Construction Plan sheets cannot be submitted based on extenuating circumstances, they must communicate the circumstances to Team Support to determine an appropriate path forward before submitting.

For R/W Plan Revisions, Team Support reviews the changes for correctness and formatting. The Reviewer will verify that any changes are correct and are carried through to all appropriate sheets. Team Support will either approve the revision or make comments on the revision.

Comments should be addressed by the Practitioner and resubmitted to Team Support. Once it is determined that the revision needs no corrections, the "Revision" signature block on the Revision sheet for projects with separate Right-of-Way plans can be signed thus completing the revision. For Right-of-Way plans incorporated into the Construction Plans, the "Revision" block on the Right-of-Way plan sheet must be signed to complete the revision. The Practitioner will prepare a memo that will be provided to the Team Support Section and subsequently to the Acquisitions, Relocations and Settlements Section describing the approved revision. The templated version of the memo can be found on the DRC under the Project Management tab.

D. Priority of Reviews by Plan Type

Plan submissions are prioritized for review based on the design stage and the type of project. The further along in the design process the project is (i.e., Semi-Final or Final), the higher it falls in priority for review. Plan Revisions take the highest precedence over any other design stages.

The type of project is also a factor in the priority of review. Projects with federal obligations and emergency projects will take priority over other projects due to their timeline restrictions. The hierarchy of the other design projects will be as identified by DeIDOT Management in conjunction with the appropriate design staff.