

<b>Avoidance &amp; Minimization Measure Meeting (A3M) Checklist</b>			
<b>BEFORE MEETING</b>			
<b>Project Manager</b>	<b>Designer</b>	<b>Environmental Analyst</b>	<b>Environmental SME</b>
<input type="checkbox"/> Receive "Schedule P6 Activity: A3M" Letter from Environmental Analyst <input type="checkbox"/> Coordinate with Environmental Analyst to determine which Environmental SMEs should attend the A3M <input type="checkbox"/> Schedule the A3M per baseline schedule & when team members are available; send invites 20 business days prior to the meeting <input type="checkbox"/> Verify with Design that ESAs have been delineated and plans are ready for the A3M	<input type="checkbox"/> Receive ESAs from each Environmental SME <input type="checkbox"/> Refer to the A3M Tracking Sheet to verify that all ESA delineations have been received <input type="checkbox"/> Add all ESAs (with labels) to plans <input type="checkbox"/> Begin preliminary cross sections <input type="checkbox"/> Provide Environmental Analyst and Environmental SMEs with the layout showing ESAs 10 business days prior to scheduled A3M	<input type="checkbox"/> Provide Project Manager & Design with "Schedule P6 Activity: A3M" Letter <input type="checkbox"/> Coordinate with Project Manager on which SMEs should attend the A3M <input type="checkbox"/> Provide Designer with link to A3M Tracking Sheet <input type="checkbox"/> Review plans/layouts containing ESAs & community resources 5 business days prior to A3M	<input type="checkbox"/> Add all ESAs to the A3M tracking sheet <input type="checkbox"/> Email the Designer (1) dgn files of survey boundary and all ESAs, and (2) link to A3M tracking sheet (copy the Environmental Analyst) <input type="checkbox"/> Review plans with ESAs prior to A3M for accuracy

<b>DURING MEETING</b>			
<b>Project Manager</b>	<b>Designer</b>	<b>Environmental Analyst</b>	<b>Environmental SME</b>
<input type="checkbox"/> Kick off the meeting with introductions and a discussion of the schedule (when "Resource ID Complete" was completed and when "Preliminary Plans to GDOT Offices" is scheduled) <input type="checkbox"/> Introduce the goals of the meeting and facilitate the discussion (invite each specialist to discuss their ESAs) <input type="checkbox"/> During the A&M discussion, ensure that project team is productive <input type="checkbox"/> Take notes on Action Items <input type="checkbox"/> Discuss whether or not a second meeting is anticipated <input type="checkbox"/> Close the meeting with a recap of Action Items and Dates (next milestones between design & environmental)	<input type="checkbox"/> Verify that ESAs are delineated & labeled correctly <input type="checkbox"/> Record requests from SMEs <input type="checkbox"/> Discuss potential impacts to each ESA <input type="checkbox"/> Explain which requests can be likely accommodated, which cannot; and why/why not	<input type="checkbox"/> Ensure that community resources are shown correctly <input type="checkbox"/> Ensure that the discussion focuses on design options within the survey area; note that changes made outside the survey area will need additional field work	<input type="checkbox"/> Ensure that ESAs are delineated & labeled correctly <input type="checkbox"/> Describe why individual ESAs need to be avoided/minimized (consultation, schedule impact) <input type="checkbox"/> Discuss potential, acceptable design modifications to avoid/minimize ESA impacts (slopes pulled in, narrow median...)

<b>AFTER MEETING</b>			
<b>Project Manager</b>	<b>Designer</b>	<b>Environmental Analyst</b>	<b>Environmental SME</b>
<input type="checkbox"/> Coordinate with the Environmental Analyst on Action Items <input type="checkbox"/> Email meeting notes with action items and upcoming milestones (with schedule) to team <input type="checkbox"/> Ensure that Environmental Analyst and Environmental SMEs receives updated A3M tracking sheet from Designer <input type="checkbox"/> Coordinate with Environmental Analyst & Designer to determine if follow-up A3M is warranted <input type="checkbox"/> Schedule follow-up meeting, if requested	<input type="checkbox"/> Determine which requested design modifications can be accommodated <input type="checkbox"/> Record all requested design changes in A3M Tracking Sheet, noting which could be accommodated and which could not and why <input type="checkbox"/> Provide Environmental Analyst and Environmental SMEs with updated A3M Tracking sheet <input type="checkbox"/> Consider providing updated (post-A3M) layout prior to submittal of Preliminary Plans to GDOT Offices for complex projects <input type="checkbox"/> Provide Preliminary Plans for GDOT Offices per the baseline schedule	<input type="checkbox"/> Upon receipt of Preliminary Plans, Submit to specialists with Request to Complete Technical Studies. <input type="checkbox"/> Talk with Environmental SMEs to determine if a follow-up A3M is warranted	<input type="checkbox"/> Review updated A3M Tracking Sheet <input type="checkbox"/> Let Environmental Analyst & Designer know if there are questions or reason for follow-up meeting <input type="checkbox"/> Once plans are received, begin writing Assessment of Effects Report