

RAAP/SAAP

Cutoff Dates Schedule\Column Descriptions Rev. 11/16/09

The attached schedule of steps in the process for advertisement of a project is an update of the schedules distributed previously. As before, this schedule applies to all projects whether federal or state funded.

The dates shown for each step in the process represent the “LATEST CUTOFF” date, or deadline. It is absolutely necessary that these dates be met in order for the project advertisement to be on schedule.

At the certification by the Project Manager, all design work is to be complete and ALL of the plans are to be ready for advertisement. The only subsequent design related activity should be corrections that result from the final plan reviews by the Scheduling and Contracts Division. Any exception to “complete plans at the Project Manager Certification Stage (Column 4)” must have the concurrence of the State Location and Design Engineer, State Structure and Bridge Engineer and the State Scheduling and Contract Engineer.

Your continued adherence to the schedule and your past efforts are appreciated.

Prior to Column 1: Quality Control and Constructability Reviews and Scheduling of Pre-Advertisement Conference

Based on District workload and local direction, on a project by project basis, the Project Manager communicates to the Team Members when the required final Quality Control Reviews and Constructability Reviews will be held. The completion of the plans, estimates, draft specifications, special provisions and copied notes and the subsequent quality control and constructability reviews of these items are the final steps in the plan development process. The review of the plans should include all plan subsets including highway, bridge, structure, utility, landscaping, noise wall, mitigation, signs, signal and lighting plans, including all special design drawings, details and summaries. All design work and functional certifications of completeness should be completed before these reviews begin. All plans must be tiffed to the Falcon Web Suite (Select Current Drawings) prior to these reviews. Any special contract language and all draft specifications, special provisions and copied notes and the draft proposed CPM schedule must be transmitted to the Scheduling and Contracts Division by the Project Manager prior to the date of the PAC Meeting. Submission of the draft specifications, special provisions and copied notes must be coordinated with the State Specifications Engineer to ensure that final specifications are complete by the Column 2 date. The Project Manager must provide all team members the date by which all plan work must be completed so that these reviews can be held, and all applicable project tasks are in the schedule, such as – Hydraulic Review for Construction/PAC Project Task (51H), Final Landscaping Plans Project Task (53F), Develop Compensatory Mitigation Design Project Task (56), Final Traffic Control Device Plans Project Task (61C/D), Develop Retaining Structure Plans Project Task (62), Final Bridge Plans Project Task (64C/D), Plan Design @ PAC Project Task (65P). Adequate notice shall be given to provide a thorough review, comment submission and comment resolution prior to the scheduling of the Pre-Advertisement Conference. District specific guidelines can be developed for this process as long as the Pre-Advertisement Conference is completed by the Column 1.

Column 1: All Plans Reviewed and Pre-Advertisement Conference Held.

By this date, all QC and Constructability Reviews should be completed and the Pre-Advertisement Conference held. Also by this date, Programming Division should assign the Federal Number for federally funded projects. The following project tasks end on this date: Clear Railroad Agreements (68), Obtain Environmental Permits (70), Pre-Ad Conference Constructability/Bidability Review (71C), Pre-Advertisement Conference Date (71X).

- 1 to 2 Duration: 10 Working Days

Column 2: PLAN COORDINATION REVIEW: Plan Revisions Complete and Plan Coordination Review Begins

By this date, all revisions to the plans, including all subsets, must be completed. All revisions resulting from the QC and Constructability Reviews and the Pre Advertisement Conference must be completed by this date so that the Plan Coordination Section can complete their review. The final cost estimate must be updated in TRANSPORT, with bid-based items regenerated. The final CEI (Construction Engineering and Inspection) budget must be transmitted to the Project Manager. Any special contract language and all final specifications, special provisions and copied notes and the final proposed CPM schedule must be transmitted to the Project Manager from the Scheduling and Contracts Division. All plans must be tiffed to the Falcon Web Suite-Plan File Room (Select Plan Coordination Review). By this date, the Project Manager must notify the Plan Coordination Section of the electronic availability of the complete plan assembly, any required forms, any special contract language, specifications, project specific special provisions or copied notes, the CEI Budget and the TRANSPORT engineer's estimate.

Disposition of comments received (acceptance, rejection or modification) should be made in writing to each discipline involved in the Quality Control Review, Constructability Review and Pre-Advertisement Conference by the Project Manager by this date, if not done previously

- 2 to 3 Duration: 8 Working Days

Column 3: Plan Coordination Review Complete and Project Manager Certification Begins

By this date, the Plan Coordination Section completes their review and sends any comments to the Project Manager for incorporation into the plans. Upon completion, the plans are re-tiffed to the Falcon Web Suite-Plan File Room (Select Plan Coordination Review) and the Plan Coordination Section is notified.

- 3 to 4 Duration: 5 Working Days

Column 4: Project Manager Certification Ends and Plan Coordination Processing Begins, Initiate EQD Certification and Verification

By this date, the Project Manager must then certify to the District Location and Design Engineer that the project development process is complete and that the plans and estimate are ready for advertisement. Using Form LD-406, the District Location and Design Engineer then certifies (electronically) to the State Location and Design Engineer, the L & D Plan Coordination Section, the State Scheduling and Contract Engineer, the District Construction Engineer, and all of the team members that the complete plan assembly has received a QC and Constructability review and that the Pre Advertisement Conference has been held, adequate funding is in place for construction and the complete plan assembly is available electronically, providing the location and file name in the Falcon Web Suite.

For Bridge only projects, the Project Manager will certify to the District Structure and Bridge Engineer, who will then certify the same information as above to the State Structure and Bridge Engineer and the other previously listed above.

Also by this date, the Plan Coordination Section begins processing the Title Sheet for approval and submits to Programming Division to prepare the Funding Verification – PD-4. The following project tasks begin on this date: Approved Construction Plans (71), and Construction Authorization (79).

Not Meeting This Date Immediately Places the Ad Date In Jeopardy! No changes to the plans will be allowed after this date without the concurrence of the State Location and Design, Structure and Bridge (if applicable) and Scheduling and Contracts Engineers.

Also by this date, the Project Manager submits Form PM-130 to the District Environmental Manager providing notification that the plans and contract documents are ready for the Environmental Certification and PS&E Verification.

- 4 to 5 Duration: 2 Working Days

Column 5: Plan Coordination Processing Ends and Contract Documents Development Begins

By this date, Plan Coordination notifies the Scheduling and Contract Division that the plans are ready for their review and use in the development of the contract documents, by transmitting the project documents assembly and Form LD-402.

On this date, the Scheduling and Contract Division will establish a project file to contain permits and project specific special provisions. Location and Design will establish a link to this server from the plans location in Falcon. Scheduling and Contract Division begins building the control estimate and proposal. The Prepare for Advertisement Project Task (72) begins, on this date.

Also by this date the following disciplines must provide the following information:

Environmental Division shall transmit the NEPA environmental documents to the Scheduling and Contract Division. Department of Rail and Public Transportation shall transmit necessary railroad agreements to the Scheduling and Contract Division.

- 5 to 6 Duration: 26 Working Days

Column 6: Contract Documents Development Complete and Title Sheet Signed and Environmental Certification and Verification Complete

By this date, contract documents (electronic proposal) are completed for the Biddability Review and are available electronically at \\0501coitd\const\public\proposals. The Scheduling and Contracts Division formally notifies the Project Manager and the District Construction Engineer that the completed bid proposal has been posted to the server. The Project Manager ensures that the Biddability team has all information needed for their review. Scheduling and Contracts Division completes Initial Control Estimate and provides it to the PM and Programming Division for STIP/TIP Review.

The Plan Coordination Section will notify the Project Manager when the title sheet has been approved and signed for Construction.

Also by this date, the Environmental Quality Division will submit the *Environmental Certification Checklist* and *Environmental Verification at PS&E Stage* forms to the Scheduling and Contract Division.

- 6 to 7 Duration: 10 Working Days

Column 7: End Biddability Review by District Construction Engineer Staff

By this date, the Biddability team furnishes a report of their findings to the Project Manager. The Project Manager posts these findings to IPM and notifies Scheduling and Contracts Division that the report has been posted. This review shall consist of a check to ensure that contract documents agree with the plans, specifications and special provisions. No new requests will be allowed. Programming Division provides verification to Project Manager and Scheduling and Contracts Division that Control Estimate does not trigger STIP or funding issues. Programming issues Funding Approval for Construction, Form PD-4.

- 7 to 8 Duration: 8 Working Days

Column 8: Revisions to Contract Documents per Biddability Review Comments Ends

By this Date, any necessary revisions to the contract documents, as the result of the Biddability review, are completed and ready for print.

- 8 to 9 Duration: 3 Working Days

Column 9: ADVERTISEMENT SUBMISSION: Complete Plan Assembly to Plan Coordination with Adv. Requests

By this date, all corrections and modifications to the advertisement package have been completed. All plans must be tiffed to the Falcon Web Suite-Plan File Room (Select Adv. Submission) and archived (Select Adv. Submission). The Project Manager, via Form PM-150, notifies the Plan Coordination Section that the final plans are available on the Falcon Web Suite. The advertisement print order will be provided to the Plan Coordination Section by the Scheduling and Contract Division.

No Changes to the Plans or Contract Documents May Be Made After this Date.

By Not Meeting This Date Results In The Project Being Delayed to the Next Available Advertisement Slot!

- 9 to 10 Duration: 9 Working Days

Column 10: ADVERTISEMENT Submission to Scheduling and Contracts Division Engineer and Print

Reproduction for PS&E Begins

By this date, the Plan Coordination Section will complete their review of the plans and notify the Scheduling and Contract Division, of the availability of the final plans. Printing is requested for only 2 sets for PS&E submission to the FHWA. The Right-of-Way and Utility Division will submit the right-of-way releases to the Scheduling and Contract Division. The following project tasks end on this date: Monitor/Review Consultants – Location & Design (21A), Monitor/Review Consultants – Structure & Bridge (21B), Monitor/Review Consultants – Hydraulics (21H), Monitor/Review Consultants – Survey (21S), Obtain Coast Guard Permit (63), Approved Construction Plans (71), Plan Submission Date (72X). The following project tasks must be completed by this date, however, the actual end dates may vary for each particular project: Clear Utility Agreements (67C/D), Utility Relocations by Owners (67U), Acquire Right of Way (69/69R), Process Relocations (73).

- 10 to 11 Duration: 5 Working Days

Right of Way Certification

The Right of Way/Utility Certification Date Project Task (69X) is the day the Right of Way and Utility Division will submit the right of way releases to the Scheduling and Contract Division. This must occur 4 weeks prior to Advertisement date.

Column 11: Final PS&E to FHWA

By this date, the complete PS&E assembly will be submitted by the Scheduling and Contract Division to the FHWA. In the project schedule Prepare for Advertisement Project Task (72) ends and Advertise Project Task (80) begins.

- 11 to 12 Duration: 22 Working Days

Column 12: Advertisement

On this date, the project is advertised, and Advertise Project Task (80) ends. FHWA requires 15 working days to review and concur with the PS&E package for advertisement. Seven days is provided for response to FHWA comments and corrections to plans, if necessary. Printing of advertisement sets is completed following final approval by FHWA and is completed by the advertisement date.

PLEASE NOTE

Between the time of Advertisement Submission to the Plan Coordination Section (Column 9) and the project showing (a minimum of 10 days after advertisement), no revisions will be made. The Reproduction Section will not permit any originals to be pulled from the plan assembly unless printing for advertisement has been completed and approval received from the Scheduling and Contract Division or Plan Coordination Section.

The advertisement schedule is located on the Central Office VDOT Intranet Location and Design Web Site.