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NO PLAN CUT OFF GUIDELINES (6/1/09)

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 reviews by the Scheduling and Contract Division.

Any exception to "complete plans at the Project Manager Certification Stage (Column 1)" 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.

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Column 1: **Plan Coordination Review: Plan Revisions Complete, Plan Coordination, and Environmental Review Begins; PM Certification is Complete**

By this date, all revisions to the project plan assembly 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 specifications, special provisions and copied notes and the proposed CPM (Critical Path Management) schedule must be transmitted by the Project Manager. 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 prior to this date.

PM Certification is complete at this point. Activity 71, Approved Construction Plans, Begins

For Sealing and Signing requirements, see Construction Division CD-2009-03, which can be accessed at <http://www.virginia-dot.org/business/resources/const/cdmemo-0903.pdf>.

- Column 1 to 2
Duration: 8 Working Days

Column 2: Plan Coordination Processing Ends and Contract Documents Development Begins

By this date, Plan Coordination notifies the Scheduling and Contract Division that the proposal is ready for their review and use in the development of the contract documents, by transmitting the project documents assembly.

On this date, the Scheduling and Contract Division will establish a project file to contain permits and project specific special provisions. Scheduling and Contract Division begins building the control estimate and proposal. Activity 72, Prepare Proposal, begins on this date.

Also by this date the following disciplines must provide the following information: The Project Manager should have requested the Environmental Division to transmit the NEPA environmental documents to the Scheduling and Contract Division (LD-442). The Rail and Public Transportation section must have all necessary railroad agreements.

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- Column 2 to 3
Duration: 16 Working Days

Column 3: 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 Bidability Review and are available electronically at \\0501coitd\const\public\proposals. The Scheduling and Contract Division formally notifies the Project Manager, the Responsible Charge Engineer and the District Construction (Maintenance) Engineer that the completed bid proposal has been posted to the server. The Project Manager ensures that the Bidability team has all information needed for their review. Schedule and Contract Division completes a Control Estimate and notifies the PM and the funding Division if there is significant variance from the initial engineers estimate. Activity 79, Approve Construction Funds, and Activity 72B, Bidability Review, begin on this date.

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.

- Column 3 to 4
Duration: 5 Working Days

Column 4: End Bidability Review by District Construction Engineer Staff

By this date, the Project Manager posts the findings of the Bidability team to IPM and notifies Scheduling and Contract 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 Schedule and Contract Division that Control Estimate does not trigger STIP or funding issues. Programming issues Funding Approval for Construction, Form PD-4. Activity 72B Ends.

- Column 4 to 5
Duration: 4 Working Days

Column 5: Revisions to Contract Documents per Bidability Review Comments Completed

By this Date, any necessary revisions to the contract documents, as the result of the Bidability review, are completed by Scheduling and Contract Division.

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- Column 5 to 6
Duration: 2 Working Days

Column 6: Advertisement Submission: Complete Plan Assembly to Scheduling and Contract Engineer and Print Reproduction Ends

By this date, the Right-of-Way and Utility Division will submit the right-of-way releases to the Scheduling and Contract Division. Activities 63, 71, 72X, 21A, 21B, 21H, and 21S end on this date. Activities 67C, 67D, 67U, 69, 69R and 73 must be completed by this date.

For Sealing and Signing requirements, see Construction Division CD-2009-03, which can be accessed at <http://www.virginia.gov/business/resources/const/cdmemo-0903.pdf>.

- Column 6 to 7
Duration: 5 Working Days

Right of Way Certification

This 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. Key Event 69X

Column 7: Final PS&E to FHWA

By this date, the complete PS&E assembly will be submitted by the Scheduling and Contract Division the Federal Coordinator in Programming. Activities 72 and 79 end and Activity 80, Advertise Project, begins.

- Column 7 to 8(F)
Duration: 17 Working Days

Column 8(S): Advertisement

On this date, for state funded projects only, the project is advertised. It is the first available SAAP advertisement date. Activity 80 ends.

Column 9 (S) Bid Letting

On this date the bids on state funded NP will be received from contractors.

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Column 8(F): Advertisement

On this date, Federally Funded Projects are advertised. Activity 80 ends.

Column 9(F): Bid Letting

On this date, federally funded NP will be received from contractors.