PROJECT TASKS & SCHEDULING GUIDE

PROJECT DEVELOPMENT AND DELIVERY PROCESS

REVISED APRIL, 2018

VDOT
Virginia Department of Transportation

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INTRODUCTION

Scheduling utilizes a combination of work breakdown structure and project information to relate project characteristics with manpower and time requirements. These include: tasks, key tasks, project types, location, project characteristics, and time and staffing standards.

A Task represents work involving a series of sub-tasks that result in the accomplishment of a significant work effort in the project development process. A Task always consumes time and has a manpower requirement. It produces a deliverable(s) upon which work performance in other units or project completion is dependent.

TASK SUMMARY (BY ID)

TASK ID	RESPONSIBLE DIVISION	TASK
10	LAD	Project Agreement
12	IID	Authorize PE
17E	ENV	Environmental Review Process (ERP)
18	ENV	State Environmental Review Process (SERP)
19	ENV	Corridor Location Studies
21H	LDH	Hydraulic Plan Design - PFI
21T	TED	Traffic Operations Analysis
22	PM	Scope Project
22C	PM	Scoping Constructability Review
22S	LDS	Photogrammetry/Aerial Photo/Image Processing
22X	PM	Scoping Team Meeting Date
23	TMP	Furnish Environmental Traffic Data
24	ENV	Determine Permits Needed
25	ENV	Draft Environmental Document or CE
26X	PM	Location Public Hearing Date
28	PM	Consultant Procurement
29X	PM	Public Information Meeting
30	LDU	Preliminary UFI
31S	LDS	Conduct Location Survey
32	PM	Value Engineering
33	ENV	Final Environmental Document
34F	MAT	Furnish Final Soils Survey
34P	MAT	Preliminary Soil Survey
35	LDT	Traffic Control Device Recommendations
36C	PM	PFI Constructability Review
36F	LD	Roadway Plan Design / PFI
36H	LDH	Hydraulic Plan Design / Public Hearing
36P	LD	Plan Design / Public Hearing
36X	PM	PFI Team Meeting Date
37H	LDH	River Mechanics Project Studies
37S	LDS	Major Structures / Bridge Survey

TASK ID	RESPONSIBLE DIVISION	TASK
38	LD	Retaining Wall Data Request
39	LD	Sound Wall Foundation Data Request
40	LD	Minor Structures Data Request
41	MAT	Bridge Foundation Data
43	LD	Furnish Utility Field Inspection Plans
43H	LDH	Hydraulic Plan Design / FI
43X	PM	Utility Field Inspection Team Meeting Date
44	RW	Furnish RWU Data for Public Hearing
45	MAT	Minor Structures Report
46	LDH	Review & Approval of ESC and SWM Plan
46B	SB	Preliminary Bridge Plans
46H	LDH	Hydrologic / Hydraulic Analysis - Major Structures
47	PM	Approve Willingness
47X	PM	Willingness Posted Date
48	PM	Conduct Location/Design Public Hearing
48X	PM	Public Hearing Date
49	LD	Adopt Location/Design
49C	PM	Design Approval Constructability Review
49X	PM	Location & Design Approval Date
50	LDS	Survey Data Verification
51	LD	Furnish R/W and Utility Plans
51H	LDH	Hydraulic Review for Construction / PAC
51T	LD	Furnish Approved RW Plans for Total Take Parcels
51X	PM	Right of Way and Utilities Plan Date
52	IID	Authorize RW & UT Funds
52A	PM/IID	Accelerated R/W&UT Funds
52T	IID	Authorize RW Funds for Total Take Parcels only
52X	IID	Right of Way and Utilities Authorization Date
53F	LDL	Final Landscaping Plans
53P	LDL	Preliminary Landscaping Plans
54	MAT	Retaining Wall Data Report
55	MAT	Noise Abatement Data Report
56	ENV	Develop Compensatory Mitigation Design
56S	LDS	Survey Compensatory Mitigation Site

TASK ID	RESPONSIBLE DIVISION	TASK
57S	LDS	Right of Way Survey & Stakeout
58	LDS	Survey Right of Way Plan Sheets
59	ENV	Noise Abatement Design
60P	RW	NTP for Partial RW Acquisitions
60T	RW	Notice to Proceed for Total Take RW Acquisitions
60X	RW	Final RW and Utilities Notice to Proceed Date
61	LDT	Final Traffic Control Device Plans
62	SB	Develop Retaining Structure Plans
63	SB	Obtain Coast Guard Permit
64	SB	Final Bridge Plans
65C	PM	FI Constructability Review
65F	LD	Plan Design/Field Inspection
65P	LD	Plan Design (PAC)
65X	PM	Field Inspection Team Meeting Date
66	ENV	Environmental Reevaluation
67	RW	Clear Utility Agreements
67U	RW	Utility Relocation By Others
68	RW	Clear Railroad Agreements
69	RW	Acquire Right of Way
69X	RW	Right of Way / Utility Certification Date
70	ENV	Obtain Environmental Permits
70R	LDH	Virginia Pollutant Discharge Elimination (VPDES) Constr. Permit
70S	LDS	Utility Stakeout - Survey
71	PM	Approved CN Plans
71C	PM	PAC Constructability Review
71X	PM	Pre-Advertisement Conference (PAC) Date
72	CN	Prepare for Advertisement
72B	CN	Bidability Review
72X	CN	Plan Submission Date
73	RW	Process Relocations
77A	LDS	Monitoring Consultant Construction Survey
77S	LDS	Construction - Survey
79	IID	CN Funding Review/Authorization of Funds
80	CN	Advertise Project
80A	PM	Accelerated Advertisement

TASK ID	RESPONSIBLE DIVISION	TASK
81	PM	State Forces/Hired Equipment or Railroad Forces Construction
82	CN	Conduct Bid Opening
84	CN	Award Contract
88	LDS	Survey Monumentation
91	PMC	Administer Contract
92X	CN	Contractor Final Voucher Date
94X	CN	Claims Period End Date
95	PIM	District Closeout Completion Date
96	IID	Central Office Closeout

NOTE: The highlighted Tasks denote the six major milestones under the Project Development Process.

NOTE: Grey shading denotes revision from previous version

RESPONSIBLE DIVISION KEY

CN	Construction Division
ENV	Environmental Division
LAD	Local Assistance Division
LD	Location and Design Division
LDH	Location and Design, Hydraulics
LDL	Location and Design, Landscape Architect
LDS	Location and Design, Survey
LDT	Location and Design, Traffic Engineering
LDU	Location and Design, Utilities
MAT	Materials Division
PIM	Project Investment Manager
PM	Project Manager
PMC	Project Manager, Construction Phase
IID	Infrastructure and Investment Division
RW	Right of Way Division
SB	Structure and Bridge Division
TED	Traffic Engineering Division
TMP	Transportation and Mobility Planning Division

TASK SUMMARY (BY PHASE)

TASK ID	RESPONSIBLE DIVISION	TASK
Scoping Phase		
10	LAD	Project Agreement
12	IID	Authorize PE
22	PM	Scope Project
22X	PM	Scoping Team Meeting Date
17E	ENV	Environmental Review Process (ERP)
18	ENV	State Environmental Review Process (SERP)
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21T	TED	Traffic Operations Analysis
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36F	LD	Roadway Plan Design / PFI
21H	LDH	Hydraulic Plan Design - PFI
34P	MAT	Preliminary Soil Survey
36C	PM	PFI Constructability Review
24	ENV	Determine Permits Needed
36X	PM	PFI Team Meeting Date
Preliminary Design Phase		
25	ENV	Draft Environmental Document or CE
36H	LDH	Hydraulic Plan Design / Public Hearing
36P	LD	Plan Design / Public Hearing
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44	RW	Furnish RWU Data for Public Hearing
46B	SB	Preliminary Bridge Plans
49C	PM	Design Approval Constructability Review
48	PM	Conduct Location/Design Public Hearing
48X	PM	Public Hearing Date
49	LD	Adopt Location/Design
49X	PM	Location & Design Approval Date
53P	LDL	Preliminary Landscaping Plans
Detailed Design Phase		
33	ENV	Final Environmental Document
65F	LD	Plan Design / Field Inspection
43H	LDH	Hydraulic Plan Design / FI
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34F	MAT	Furnish Final Soils Survey
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62	SB	Develop Retaining Structure Plans
51T	LD	Furnish Approved RW Plans for Total Take Parcels
52T	IID	Authorize RW Funds for Total Take Parcels only
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56S	LDS	Survey Compensatory Mitigation Site
60T	RW	Notice to Proceed for Total Take RW Acquisitions
65C	PM	FI Constructability Review
65X	PM	Field Inspection Team Meeting Date
FINAL DESIGN AND Right OF WAY Acquisition PHASE		
43	LD	Furnish Utility Field Inspection Plans
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70S	LDS	Utility Stakeout - Survey
70R	LDH	Virginia Pollutant Discharge Elimination (VPDES) Constr. Permit
Advertisement Phase		
66	ENV	Environmental Reevaluation
71	PM	Approved CN Plans
72	CN	Prepare for Advertisement
72B	CN	Bidability Review
72X	CN	Plan Submission Date
69X	RW	Right of Way / Utility Certification Date
79	IID	CN Funding Review/Authorization of Funds
80	CN	Advertise Project
Post Advertisement / Delivery Phase		
82	CN	Conduct Bid Opening
84	CN	Award Contract
91	PMC	Administer Contract
77S	LDS	Construction - Survey
88	LDS	Survey Monumentation
92X	CN	Contractor Final Voucher Date

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TASK DESCRIPTIONS

10 – Project Agreement / County / State Agreement

This task involves preparing the appropriate project agreement for Secondary System projects and Enhancement projects, coordinating with all parties involved, obtaining all signatures, and distributing the signed Agreement.

NOTE: This task is required on all LAD and Enhancement projects. The agreement must be fully executed and distributed to the programming division before PE will be authorized.

Responsibility:
Local Assistance Division (LAD)

Begins:

For County /State Agreements:
This task begins when a County notifies VDOT that it intends to participate in highway design **or** purchase of right of way **or** utility clearances **or** environmental work **or** advertisement/delivery **or** any combination of these for a proposed project.

The VDOT Residency involved notifies Local Assistance Division of the County's intent to participate in pre-construction development or advertisement/delivery. Ideally, this is at the time the project is first established in the Project Pool, however, depending on the County's desired involvement, it could occur anytime during preliminary engineering.

For Enhancement projects:
After review and acceptance of the project's application and when work on the agreement may commence. Ideally, this is at the time the project is first established in the Project Pool.

All agreements must be signed and distributed prior to Task 12- Authorize PE for environmental or design work and prior to Task 52– Authorize R/W and Utility Plan Funds for any other participation.

Ends:
When the Agreement is fully executed and it is distributed by Local Assistance Division.

Norms:
60 Calendar days (40 Working days) – County/State
60 Calendar days (40 Working days) - Enhancement

12 - Authorize Preliminary Engineering (PE)

This task involves authorizing the expenditure of funds for preliminary engineering and includes obtaining FHWA authorization on federal-aid projects. Upon completion of this task a permanent UPC will be created in Cardinal and the project will become "Active" in Project Pool.

Projects will not be authorized without adequate funding being allocated by the District PIM; and, an accurate start date for the project schedule being entered in Project Pool. A PE Project Manager must be assigned to the project prior to completion of authorization.

This task is required on all projects with a PE phase. Project charges incurred prior to the actual end date of this task will not be federally reimbursable.

Responsibility:
Infrastructure and Investment Division (IID)

Begins:
When PE authorization is either requested in writing by the project sponsor or scheduled in the project's schedule.

Ends:
When the Infrastructure and Investment Division determines that funding is available, and the PD-3 has been issued to authorize funds, and the Project Pool has been updated to reflect authorization.

Entering the actual end date automatically changes the Pool Project Status to "No Dates Set–PE Open" on the Pool General tab and the project workflow will be active.

Norms:
14 Calendar days (10 Working days)

This task monitored by Dash board

17 - Environmental Review Process (ERP)

This task involves the initial review of the Project Definition Form in CEDAR (EQ-429 Early Notification Form) and project mapping to determine what type of environmental coordination is necessary based on the type of project, scope, funding, and likelihood of environmental impacts. This process includes obtaining additional information from the Project Manager, coordinating the project with other environmental staff, conducting a GIS environmental data layer screening, and assigning tasks as needed to others to conduct appropriate environmental analysis. This task does not normally include any field work. This Task must be completed prior to the Task 22X- Scoping Team Meeting.

This task is required on all projects when the State Environmental Review Process is not applicable (see Task 18 – State Environmental Review Process (SERP)).

Federal Requirements 23 CFR 771 &772
State Requirements §10.1-1188B, 24 VAC 30-80, §33.1-12, VDOT Policy

Responsibility:
Environmental Division, District Office (ENV)

Begins:
Upon completion of Task 12 – Authorize PE, and when District Environmental receives the CEDAR alert that the project is active. Actual begin date is automatically populated from CEDAR.

Ends:
Prior to the end of Task 22 - Scope Project 22, when District Environmental notifies the Project Manager (by updating CEDAR) that the environmental review process is completed. Actual end date in the project schedule is automatically populated from CEDAR.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in CEDAR, the CEDAR date overrides the manually entered date.

Norms:
7 Calendar days (5 Working days) - Tier I
14 Calendar days (10 Working days) – Tier II

This task monitored by Dash board

18 – State Environmental Review Process (SERP)

This task involves distributing the Project Definition Form (EQ-429, Early Notification Form) and project mapping to all appropriate State agencies, in accordance with the 2001 Memorandum of Agreement between the Secretaries of Natural Resources and Transportation regarding the State Environmental Review Process. This task does not normally include field work.

SERP only applies to state funded projects that have more than $500,000 total funding. All other projects are subject to the ERP.

State Requirements §10.1-1188B

Responsibility:
Environmental Division, District Office (ENV)

Begins:
Upon completion of Task 12– Authorize PE, and/or when District Environmental receives the EQ-429, Early Notification Form from the Project Manager and updates CEDAR. Actual begin date is automatically populated from CEDAR.

Ends:
Prior to the end of Task 22- Scope Project when District Environmental notifies the Project Manager (by updating CEDAR) that the environmental review process has been completed. Actual end date is automatically populated from CEDAR.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in CEDAR, the CEDAR date overrides the manually entered date.

Norms:
60 Calendar days (40 Working days)
14 Calendar days (40 Working days) if Task 24 is in schedule

This task monitored by Dash board

19 – Corridor Location Studies

This task is normally used for environmental studies and involves defining the project, identification of transportation deficiencies and preparation of the Location Study Scoping Report, preliminary agency partnering, Nation Environmental Policy Act (NEPA) Scoping, coordination of document type with Federal Highway Administration, development of a project management plan, identification of internal resources, development of a scope, budget and schedule and the determination of preliminary location corridor alternatives. This task includes determining method of development, alignment and grades, cost, coordination of preliminary Location and Design, Traffic and Right of Way information with other divisions, and development and presentation of graphic and written materials for Public Information Meetings.

Responsibility:
Environmental Division (ENV)

Begins:
Must start after Task 12 – Authorize PE and should be scheduled after Task 22 - Scope Project or Task 22X – Scoping Team Meeting Date (if scheduled).

Ends:
Task ends when sufficient work has been completed to begin work on Task 25 – Draft Environmental Document (CE).

Norms:
EA – 420 Calendar days (300 Working days)
EIS – 1080 Calendar days (750 Working days)

21H – Hydraulic Plan Design / PFI

This task involves providing a conceptual drainage design that identifies the potential for major impacts to the project right-of-way. This includes participation in the PFI Team Meeting, subsequent resolution of PFI comments, and incorporation of recommendations into the plans. Also, involves coordination with VPDES coordinator for possible nutrient credits in lieu of Water Quality Storm Water Design.

For more information, refer to Chapter 5 of the VDOT Drainage Manual

Responsibility:
Location and Design Division, Hydraulic Section (LDH)

Begins:
Cannot begin until after the end of Task 31S - Location Survey and can be scheduled simultaneous with Task 36F - Plan Design for PFI or lag Task 36F by 10 working days

Ends:
When Preliminary Hydraulic PFI plans are submitted at the PFI meeting (Task 36X).

Norms:
42 Calendar days (30 Working days)

21T – Traffic Operations Analysis

This task covers the time period required to perform a scoping level traffic operational analysis. This analysis will be used to evaluate geometric, operational and constructability conditions in order to determine any design and operational elements required for the project.

Refer to the Traffic Engineering Division's "Traffic Operations Analysis Tool Guidebook" for additional information.

Responsibility:
Traffic Engineering Division (TED)

Begins:
Scheduled after Task 12 – Authorize PE, simultaneous with Task 22 - Scoping or after Task 22X – Scoping Team Meeting (This task may be completed prior to Task 12 using pre-scoping or planning funds)

Ends:
Scheduled to end prior to Task 36X – PFI Team Meeting

Norms:
60 Calendar days (40 Working days) - Tier I
120 Calendar days (85 Working days) - Tier II

22 - Scope Project

This task encompasses establishing basic characteristics and limitations, establishing alternatives, determining project requirements, developing a complete project schedule and budget, scheduling and holding the Scoping Kickoff and Preliminary Field Inspection Reviews and Meetings, and making recommendations to the project sponsor.

Federal Requirements 22 CFR 652, 23 USC 217(e), 23 USC 109(m)
State Requirements §33.1-23.03

Responsibility:
Project Manager (PM)

Begins:
When the Project Manager starts collecting data to determine the scope of work, etc., (Begin after the end of Task 12– Authorize PE).

Ends:
When the Field Review and Scoping Report (PM-100) is approved by the District Administrator or designee (Tier I projects), or approved by the State Location & Design Engineer/State Structure and Bridge Engineer or designee (Tier II projects), and the complete project schedule and estimate are developed and entered in iPM. Entering the actual end date of this task in the project schedule establishes the baseline schedule and estimate in the Dashboard.

Norms:

Durations vary greatly based on project type and site conditions:

120 Calendar days (80 Working days) - Simple Maintenance
180 Calendar days (130 Working days) - Tier I
360 Calendar days (250 Working days) - Tier II

This task monitored by Dash Board

22C – Scoping Constructability Review

This task involves the construction staff reviewing the scoping documents and determining any potential constructability issues of the proposed project that may affect the project design, development, schedule and budget.

Federal Requirements 22 CFR 652, 23 USC 217(e), 23 USC 109(m)
State Requirements §33.1-23.03

Responsibility:
Project Manager (PM)

Begins:
Scheduled after Task 12– Authorize PE and is conducted prior to or as a part of Task 22X – Scoping Team Meeting

Ends:
Must be completed prior to or as a part of Task 22X- Scoping Team Meeting

Norms:
1 Calendar day (1 Working day)

22S – Photogrammetry / Aerial Photography / Image Processing

This multi-step task involves; Photogrammetric project planning; flight and target planning; aerial, terrestrial, and oblique photography acquisition and post-processing; Image processing (flights are January thru March); index, mosaic, and orthophoto generation; scanning; aero-triangulation; planimetric mapping; Digital Terrain Model development and Data Quality review.

This Task will always be on the critical path for project completion.

Responsibility:
Location and Design Division, Photogrammetry Section (LDS)

Begins:
Normally scheduled right after Task 12 –Authorize PE and simultaneous with Task 22 – Scope Project, under some circumstances this task may begin or be completed prior to Task 12 using pre-scoping funds

Ends:
Prior to Task 36F – PFI Plan Design, on large projects may overlap Task 36F by 30 calendar days.

Norms:
60 Calendar days – (40 Working days) – smaller projects using available photography
120 Calendar days – (80 Working days) –larger complex projects (longer if existing photography is not available)

22X – Scoping Team Meeting Date

This is the date of the Scoping Kickoff Team Meeting.

This is a milestone event in the project schedule.

Responsibility:
Project Manager (PM)

Scheduled Date:
The project manager will normally schedule this meeting 10 days after PE is authorize to enable collection of preliminary information and obtaining input from the project sponsor. Should not be scheduled until after ERP/SERP is complete

Actual Date:
Date when Scoping Kickoff Team Meeting is held

Norms:
1 Calendar or 1 Working day

23 - Furnish Environmental Traffic Data

This task involves compiling and furnishing specialized traffic data to the Environmental Division for their use in preparing environmental studies (air, noise, traffic impacts, etc.).

Responsibility:
Transportation & Mobility Planning Division (TMP)

Begins:
Should be scheduled to begin shortly after Task 22 – Scoping Project or Task 22X – Scoping Team Meeting, actually begins when request is received from Environmental Division for specified traffic data

Ends:
Must be completed prior Task 24 – Determine Permits needed, actually ends when requested traffic data is furnished to the Environmental Engineer.

Norms:
60 Calendar days (40 Working days)

24 - Determine Permits Needed

This task involves determining the environmental permits needed for the project by desktop review and, if necessary on-site investigation in association with plan research; preparing permit determination and distributing to appropriate personnel. Non reporting nationwide permits are completed under this Task.

Note: Permit determination is re-evaluated and updated throughout the Project Development process and Scope changes may affect the original permit determination.

Federal Requirements: §33 USC 1341, §33 USC 1344, §33 USC 401, §33 USC 565, §33 USC 1304, 18; §16 USC 831y-1.
State Requirements: §62.1-44. 15:20, 9 VAC 25-210, 9 VAC 25-680, §28.2-1200, 4-VAC 20-333.

Responsibility:
Environmental Division (ENV)

Begins:
May be scheduled to begin after Scoping on minor roadway improvement projects but normally is scheduled after Task 17E – Environmental Review Process (ERP) ends or 45 calendar days after Task 18 – State Environmental Review Process (SERP) ends. Actually begins when request and data are received to perform permit determination and environmental personnel initiate investigations.
Actual begin date is automatically populated from CEDAR.

Ends:
When permit determination is completed and distributed. Must end prior to Task 80-advertise Project ends.
Actual end date is automatically populated from CEDAR.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in CEDAR, the CEDAR date overrides the manually entered date.

Norms:
60 Calendar days (40 Working days) – Tier I
90 Calendar days (65 working days) – Tier II
60 Calendar days (40 Working days) – Maintenance and State forces projects
14 Calendar days (10 working days) - Special Programs

25 - Draft Environmental Document or Categorical Exclusion

This task involves review of the transportation proposal, analysis of environmental impacts, developing the Draft Environmental Document – EIS, EA, or CE -- or obtaining a Blanket or Programmatical Categorical Exclusion. This task includes Section 4(f) involvement; Section 106 Reports; Section 6(f) Agreements; analyses of air, noise, and energy impacts for all alternatives; water quality, wetlands, and floodplain findings; and historical and archaeological studies, if needed for the project.

Responsibility:
Environmental Division (ENV)

Begins:
When request and data are received from Project Manager to prepare environmental document and environmental personnel initiate studies. Should not begin until the Scope is established (PM-100 approved) or at least well defined. Task is normally scheduled to begin after the end of Task 22 – Scope Project.
Actual begin date is automatically populated from CEDAR.

Ends:
When Federal Highway Administration approves the Categorical Exclusion, Draft Environmental Assessment, or Draft Environmental Impact Statement for Public Availability (i.e. prior to public participation)
A Final Section 4(f) Evaluation Document must be completed before a Categorical Exclusion can be approved for Public Availability.
Actual end date is the date of FHWA approval and is automatically populated from CEDAR.

Norms:
BCE - 7 Calendar days (5 Working days)
PCE - 30 Calendar days (20 Working days) - paving projects within ROW
PCE - 60 Calendar days (40 Working days) – projects within ROW
PCE - 90 Calendar days (65 Working days) – projects outside ROW
CE - 180 Calendar days (130 Working days)
EA - 420 Calendar days (300 Working days)
EIS – 1080 Calendar days (750 working days)

Note: Except in special cases, environmental documents are only required on federal-aid highway projects.
When the required document is a CE and willingness is posted, the CE can be completed up to 45 days after the willingness expiration date. Refer to the VDOT Public Participation Manual for more information

This task monitored by Dash Board

26X – Location Public Hearing Date

A Location Public Hearing is only required and scheduled on two hearing projects involving **alignments on new location that require CTB approval.** These are typically scheduled or required only on major studies or projects on new alignment. Tasks 48 and 49X Location and Design Public Hearing are used on all other projects.

Refer to the VDOT Public Participation Manual for more information.

Responsibility:
Project Manager (PM)

Scheduled Date:
When Project manager plans to hold the Location Public Hearing

Actual Date:
Date the Location Public Hearing is held

Norms:
1 Calendar day (1 Working day) – On major studies and highly controversial projects, the duration of the hearing process can be assumed to be 90 calendar days of preparation, followed by 30 days of public notice, the hearing date, 10-30 days of extended comment period, 30-60 days of transcript preparation and review, and 60 days for CTB approval or a total duration of 270 calendar days

28 – Consultant Procurement

This task covers the period of time required to procure the services of a Design Consultant(s) for the project. Projects with a preliminary engineering (PE) estimate greater than $750,000 are to be considered candidates for project specific consultant procurement. Projects with a PE estimate less than $750,000 are candidates for Task assignments to previously procured on-call or Term contracts.

If scheduled on a project, this Task will nearly always be on the critical path for project completion.

Refer to VDOT Consultant Procurement Manual for specific requirements.

Responsibility:
Project Manager (PM)

Begins:
When the Project Manager is given permission to procure Consultant Services, usually after completion of Task 22 – Scope Project, but may begin sooner if a complete scope of work can be determined for contract negotiations.

For larger, complex projects with PE estimates greater than $750,000, the project manager should begin pre-procurement planning and data collection (requires 20 working days) for a project specific design contract after the scoping kickoff meeting (Task 22X) is held.

For smaller, less complex projects with PE estimates less than $750,000 and where existing term or on-call contracts are to be used, the timeframe below should be sufficient.

Ends:
Usually scheduled to be completed prior to the start of Task 36F – PFI (if consultant is to accomplish the preliminary design), actually ends when the Consultant contract has been fully executed

Norms:
150 to 180 Calendar days (105 to 130 Working days) - Project specific
30 Calendar days (20 Working days) - On-call or Term Contract Task assignments

29X – Public Information Meeting

This meeting is held to solicit public input during the early stages of project development on projects where the public will be greatly impacted. It is automatically scheduled on all Tier II projects to gage public sentiment prior to scoping approval and can be scheduled anytime during the project development process and as often as deemed necessary.

Refer to the VDOT Public Participation Manual for more information.

Responsibility:
Project Manager (PM)

Scheduled Date:
This is project specific and can be scheduled anytime during the scoping phase or later, but typically takes 40-60 calendar day's preparation time (exhibits, brochures, public notice, and reserving a location) prior to the meeting. Can be scheduled as early as 60 days after Task 22X- Scoping Team Meeting or prior to Task 36X-PFI meeting

Actual Date:
Date the meeting is held

Norms:
1 Calendar day (1 Working day)

30 – Preliminary Utility Field Inspection

This task involves initial coordination between the Right of Way Utilities Section and utility owners after scope is established to assess potential impacts and possible design alternatives. This task should be scheduled on projects where utility relocations may affect the design and or construction of the project, usually on major urban corridor projects. It is automatically scheduled on all Tier II projects.

Responsibility:
Right of Way Division - Regional Utility Section (RW)

Begins:
Schedule to begin after Task 36X- PFI Team Meeting has been completed and the potential impacts to utilities can be determined

Ends:
Should be completed prior to Task 44 – Furnish RWU Data for Public Hearing Process or Task 47X – Posting of Willingness

Norms:
90 Calendar days (45 Working days)

31S - Conduct Location Survey - Survey

This task involves a multi-step process of property title research, preparing impacted property owner lists, sending "Notice of Intent to Enter" letters, establishing survey baselines, collecting topography, DTM data and cross sections, and plan base preparation.

State Requirements §33.1-94, §33.1-18

Responsibility:
Location and Design Division, Survey Section (LDS)

Begins:
Schedule to begin after Task 22X - Scoping Team Meeting is conducted and the extent or limit of survey work is determined

Ends:
Schedule to end prior to start of Task 36P – Plan Design actually ends when survey is completed and all data, including DTMs and utility designations are transmitted to the Project Manager

Norms:
120 Calendar days (80 Working days) - Tier I
180 Calendar days (120 Working days) - Tier II

This task monitored by Dash Board

32 – Value Engineering Process

This task involves the Value Engineering of the proposed concepts developed to meet the purpose and need statements of the established scope. It is automatically scheduled on all Tier II projects.

Required only on projects with a construction estimate greater than $5 million

Federal Requirements §33 CFR 627.1
State Requirements §33.1-190.1

Responsibility:
Construction Division's Value Engineering Coordinator (CN)

Begins:
Schedule to begin after the end of Task 31S – Conduct Location Survey after the initial project concepts and plans have been developed for the project

Ends:
The VE report must be approved prior to Task 49X – Location and Design Approval Date and should be schedule to be complete prior to Task 48X – Public Hearing Date. Actually ends when the Chief Engineer approves the VE Report and an actual finish date is entered.
The actual finish date entered signifies the completion of the VE requirement.

Norms:
60 Calendar days (40 Working days) - for smaller less complex projects
90 Calendar days (60 Working days) – for larger complex projects

33 - Final Environmental Document

This task involves reviewing the public hearing transcript, addressing environmental comments, preparing the final document and obtaining a Record of Decision (ROD) for a FEIS or Finding of No Significant Impact (FONSI) for a FEA from FHWA. This task also includes preparation of the Final Section 4(f) Evaluation, if required, and/or Section 106 agreements.

This Task is not applicable when the required document is a CE, PCE or BCE.

Federal Requirements §33 CFR 771

Responsibility:
Environmental Division (ENV)

Begins:
Scheduled after the end of Task 49 - Adopt Location/Design) and receipt of Public Hearing Transcript by the Environmental Project Manager
Actual start date is automatically populated from CEDAR.

Ends:
When the Federal Highway Administration issues the ROD or FONSI but must end before right of way acquisition can begin.
Actual end date is the FHWA approval date and is automatically populated from CEDAR.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in CEDAR, the CEDAR date overrides the manually entered date.

Norms:
90-120 Calendar days (65-85 Working days) - Simple EA w/build-no build alternative only
360 Calendar days (250 Working days) - Complex EA or EIS with multiple alternatives

34F - Furnish Final Soils Survey

This task involves reviewing the proposed highway project, conducting final soils survey, and preparing final pavement design recommendations, includes performing all required tests.

Responsibility:
Materials Division (MAT)

Begins:
After Task 36X - Preliminary Field Inspection Team Meeting or after Scoping is finalized.

Ends:
When completed soils survey, final pavement recommendations, and testing results are submitted to Location and Design Engineer (Should end before the end of Task 65P – Plan Design/Pre-Advertisement Conference).

Norms:
60 Calendar days (40 Working days) – for Tier I or smaller Tier II projects
120 Calendar days (85 Working days) – for complex Tier II projects

34P - Furnish Preliminary Soils Survey

This task involves reviewing the proposed highway project, conducting preliminary soils survey, and preparing pavement design recommendations, includes performing all required tests.

Responsibility:
Materials Division (MAT)

Begins:
Should be scheduled to begin 14 Calendar days (10 Working days) prior to the end of Task 36F- Plan Design for PFI but cannot actually be started until PFI concept plans from Location and Design Division are uploaded into Falcon for Materials Division's personnel to use

Ends:
Schedule to end prior to Task 36X– PFI Team Meeting, actually ends when completed preliminary soils survey, preliminary pavement recommendations, and testing results are submitted to the Location and Design Engineer

Norms:
30 Calendar days (20 Working days) – for Tier I or smaller projects
90 Calendar days (65 Working days) – for larger Tier II projects

35 - Traffic Control Device Recommendations/Plans

This task involves reviewing proposed highway project and preparing preliminary traffic control device recommendations/plans, ensuring adequate right of way is available for signing, signals and roadway lighting.

Responsibility:
Location & Design Division when assigned to C.O. L&D Design Section or Traffic Engineering Division when assigned to a Regional or Area Traffic Engineer
(LDT) or (TED)

Begins:
Schedule to begin approximately two months prior to the planned end date for Task 36P – Plan Design/Public Hearing, actually ends when Location and Design Division initiate preliminary review for traffic control device recommendations or plans

Ends:
Schedule to end concurrently or before the end of Task 36P– Plan Design for Public Hearing actually ends when traffic control device recommendations/plans are completed and submitted to the Location and Design Engineer

Norms:
30 Calendar days (20 Working days)

36C – Preliminary Field Inspection (PFI) Constructability Review

This task involves reviewing the PFI stage plans and documents and determining any potential constructability issues that may affect the project's design, development schedule or budget.

Federal Requirements 22 CFR 652, 23 USC 217(e), 23 USC 109(m)
State Requirements §33.1-23.03

Responsibility:
Project Manager (PM)

Begins:
Schedule to begin 21 Calendar days (15 Working days) prior to the start of Task 36X- Preliminary Field Inspection Team Meeting. Should not be scheduled until after work products from Task 36F- Plan Design for PFI, Task- 21T – Traffic Operations Analysis and Task 34P– Preliminary Soil survey have been substantially completed

Ends:
Must be completed before Task 22 - Scoping is finalized and before Task 36X- Preliminary Field Inspection Team Meeting is held

Norms:
21 Calendar days (15 Working days)

36F - Plan Design - Preliminary Field Inspection (PFI)

This task covers preparing the preliminary design plans, including: horizontal and vertical geometric, typical section sheets, design features, title and layout sheets, cross sections and earthwork, proposed RW limits, maintenance of traffic and permits.

Federal Requirements §33 CFR 630 Subpart J, 22 CFR 652, 23 USC 217(e), 23 USC 109(m)
State Requirements §33.1-23.03

Responsibility:
Location and Design Division (LD)

Begins:
Should be scheduled to begin after the end of Task 31S, actually begins after the location survey is completed and data is received by the roadway designer

Ends:
Must be scheduled to end before Task- 36X - Preliminary Field Inspection Team Meeting, actually ends when Scoping is finalized

Norms:
120 Calendar days (85 Working days) – for Tier I projects
180 Calendar days (130 Working days) – for Tier II projects

This task monitored by Dash Board

36H - Hydraulic Plan Design - Public Hearing (PH)

This task involves further development of the Final Scoping/PFI Drainage Design, to include specific design elements. This includes the design of culverts, ditches, storm sewer systems and stormwater management facilities. The drainage design should be developed to a level commensurate with the roadway design plans, such that definite impacts to the project right-of-way are identified. The stormwater management requirements for the project shall be documented, along with verification of local requirements and/or watershed initiatives that may affect the project. This includes participation in the Public Hearing.

Refer to VDOT Drainage Manual for more information.

Federal Requirements §33 CFR 650.117
State Requirements §10.1-561

Responsibility:
Location and Design Division, Hydraulics Section (LDH)

Begins:
Schedule to start 30 calendar days (20 working days) after the start of Task- 36P, actually begins when the plans and cross sections have been developed to the appropriate stage to allow for hydraulic design

Ends:
At or before Task-49X Location & Design Approval, actually ends when the Project Manager determines that all comments and recommendations from the Final Scoping, PFI & Public Hearing, related to the hydraulic design, have been addressed and/or incorporated into the plans

Norms:
50 Calendar days (40 Working days) – for Tier I projects or simple Tier II projects
180 Calendar days (130 Working days) – for complex Tier II projects

36P - Plan Design - Public Hearing

This task covers preparing the public hearing design plans, including: horizontal and vertical geometric, typical section sheets, footprint design features, title and layout sheets, cross sections and earthwork, proposed RW limits, maintenance of traffic, conducting the public hearing team meeting, resolving preliminary field inspection recommendations from other divisions and incorporating them into the plans.

Responsibility:
Location and Design Division (LD)

Begins:
Scheduled to begin after Task 49X- Preliminary Field Inspection Team Meeting, cannot begin until Task 36F- Plan Design for Preliminary Field Inspection ends and actually begins when Task 22- Scoping is finalized

Ends:
Must end prior to Task 48X- Public Hearing or Task 47- Approve Willingness, actually ends when all the Final Scoping and Preliminary Field Inspection comments have been resolved and the project is ready for a Public Hearing or for posting a Willingness Notice

Norms:
120 Calendar days (85 Working days) –for Tier I or simple Tier II projects
180 Calendar days (130 Working days) – for complex Tier II projects

This task monitored by Dash Board

36X – Preliminary Field Inspection (PFI) Team Meeting

The Preliminary Field Inspection Team Meeting is the final meeting in the Scoping Phase. The scoping form is generally signed shortly after this meeting and scoping is finalized.

This is a milestone event in the project schedule.

Responsibility:
Project Manager (PM)

Scheduled Date:
Meeting date is scheduled at the completion of Task 36F and is usually 3-6 months after the Scoping Kickoff Meeting for Tier I projects and 6-9 months after for Tier II projects.

Actual Date:
Date when the Preliminary Field Inspection Team Meeting is held

Norms:
1 Calendar day (1 Working day)

37H - River Mechanics Project Studies

This task is only required when the proposed roadway alignment or fill encroaches into the floodplain of a major waterway or where a flood insurance study or other officially designated or delineated floodplain is intersected without actually crossing the stream. The task involves performing a hydrologic and hydraulic analysis of the existing and proposed conditions to determine the impact of the project on the flood elevations. If the impact is determined to be unacceptable it may require a modification to the roadway design or other measures to be taken to reduce the impacts. The need for, and extent of, a detailed hydraulic study should be assessed by the Hydraulics Section staff in conjunction with the Project Manager and Roadway Designer.

State Requirements §10.1-561

Responsibility:
Location and Design Division, Hydraulics Section (LDH)

Begins:
Can be scheduled as early as 30 Calendar days (20 Working days) after Task 36F-Plan Design for PFI begins. However, this task cannot begin until the vertical and horizontal alignments have been determined and typical sections established in order to develop the Hydraulic Models and after any necessary supplemental survey is received.

Ends:
Schedule to end 30 Calendar days (20 Working days) prior to end of Task 36P- Plan Design for Public Hearing actually ends when the impact on flood elevations are determined to be acceptable or within design limits. The Project Manager will determine the appropriate course of action, accept the approved design, modify the design and re-evaluate or pursue a design waiver/exception.

Norms:
60 Calendar days (40 Working days) - for projects with minimal intrusion in floodplain
90 Calendar days (65 Working days) - for projects with major intrusion in floodplain

37S - Major Structures and Bridge - Survey

This task involves establishing alignment; collecting topography, DTM data or contours, cross-sections, and plan base preparation, etc. This task is supplemental to Task 31S. On smaller bridge replacement projects this surveying task may be accomplished during Task 31S. On larger bridge replacement projects this task is usually preformed after Task 31S has been completed.

Responsibility:
Location and Design Division, Survey (LDS)

Begins:
If scheduled, should begin after the end of Task 31S– Conduct Location Survey and after Task 46-Preliminary Bridge Plans; actually begins when requested by the bridge engineer

Ends:
Schedule to end 30 Calendar days (20 Working days) prior to end of Task 46 – Review and Approval of Erosion and Sediment Control (ESC) and Stormwater Management (SWM) Plan, actually ends when all data has been collected and transmitted to the appropriate bridge engineer

Norms:
120 Calendar days (85 Working days) – for small accessible creeks and streams
180 Calendar days (130 Working days) – for larger rivers and water bodies

38 – Retaining Wall Data Request

This task involves the time for L&D to request retaining wall data from the Materials Division. This should be included in the schedule on all Interstate, Primary and Urban projects.

Responsibility:
Location and Design Division (LD)

Begins:
Schedule to begin after end of Task 36X – Preliminary Field Inspection Team Meeting

Ends:
Actually ends when the request is completed and submitted to the Materials Division.

Norms:
7 Calendar days (5 Working days)

39 – Sound Wall Foundation Data Request

This task involves the time for L&D to gather information and request noise abatement data from the Materials Division.

This should be included in the schedule for all Interstate, Primary and Urban projects. Not normally scheduled on Secondary projects.

Federal Requirements 22 CFR 772
State Requirements 24 VAC 30-80, VDOT Policy

Responsibility:
Location and Design Division (LD)

Begins:
Should begin after end of Task 36X– Preliminary Field Inspection Team Meeting, actually begins when work begins on the request

Ends:
Actually ends when the request is completed and submitted to the Materials Division.

Norms:
7 Calendar days (5 Working days)

40 - Minor Structures Data Request

This task involves gathering project information on minor drainage structures and furnishing same to the Materials Division with a request to prepare a minor structures report.

Responsibility:
Location and Design Division (LD)

Begins:
Schedule to begin 30 calendar days (20 working days) after the start of Task 36P– Plan Design for Public Hearing, actually begins when designer determines need for minor structures data

Ends:
Actually ends when data and request are submitted to the Materials Division

Norms:
7 Calendar days (5 Working days)

41 - Bridge Foundation Data

This task involves reviewing proposed bridge specifications and performing structures investigations, including bridge borings and soundings and related soils tests.

Responsibility:
Materials Division (MAT)

Begins:
Schedule to begin after Task 46B- Preliminary Bridge Plans begins and after Task 46H – Hydrologic and Hydraulic Analysis for Bridge and Major Structures, if that work is appropriate to the project; actually begins when request is received from Structure and Bridge Division to perform structure investigations

Ends:
Task should be completed before Task 49X – Location and Design Approval; actually ends when the requested foundation data is obtained and submitted to the Structure and Bridge Engineer.

Norms:
60 Calendar days (40 Working days) – For smaller single span structures
180 Calendar days (130 Working days) – for major multi-span structures or structures over large water bodies

43 - Furnish Utility Field Inspection Plans

This task involves furnishing utility field inspection plans to the Right of Way and Utilities Division showing utility locations for their use in holding a utility field inspection with impacted utility owners.

Responsibility:
Location and Design Division (LD)

Begins:
Schedule to begin after the end of Task 65X- Field Inspection Meeting

Ends:
When Utility Field Inspection plans are furnished

Norms:
30 Calendar days (20 Working days) – Tier I and smaller Tier II projects
60 Calendar days (40 Working days) – Tier II projects

This task is monitored by Dash Board

43H - Hydraulic Plan Design for Field Inspection (FI)

This task involves detailed drainage design, including completing the Stormwater Management (SWM) and Erosion & Sediment Control (ESC) plans. This includes the resolution of Public Hearing (PH) comments and incorporation of PH recommendations into the plans. Supplementary work includes requesting utility test-hole data and performing utility conflict analysis as necessary. This phase may involve the development of proposals and/or conceptual agreements with local jurisdictions or property owners for off-site compensatory stormwater treatment, or participation in regional stormwater programs, or other third party agreements needed to document compliance with VDOT SWM & ESC Program requirements. The plans should be developed to a level of detail such that any impacts to right-of-way or easements and utilities are finalized.

Federal Requirements 22 CFR 650.203, 40 CFR 130.6
State Requirements §10.1-561, 4 VAC 25-130, 4VAC 50-30-30, VDOT Policy, §15.2-2114

Responsibility:
Location and Design Division, Hydraulics Section (LDH)

Begins:
Schedule to begin 30-60 days after start of Task 36F – Plan Design Field Inspection and after the end of Task 49X – Location and Design Approval.

Ends:
Should be completed 14 calendar days (10 working days) prior to Task 65X- Field Inspection Meeting, actually ends when the Field Inspection plans are distributed

Norms:
90 Calendar days (65 Working days) – for Tier I and smaller Tier II projects
180 Calendar days (130 Working days) – for Tier II projects

43X – Utility Field Inspection Date (UFI)

The date of the Utility Field Inspection meeting with the utility owners to review the utility relocation needs of the project.

Responsibility:
Right of Way, Utility Section (RW)

Scheduled Date:
The meeting can be scheduled 15 days after the start date of Task 43.

Actual Date:
Actually ends when the Utility Field Inspection is held, the actual date will be populated by RUMS

Norms:
1 Calendar day (1 Working day)

44 - Furnish Right of Way and Utility Data for Public Hearing Process

This task involves preparing the estimate of right of way and utility relocation costs; and determining the number of parcels to acquire and the number of families or businesses to be relocated due to the project, and identifying potential utility easements.

Responsibility:
Right of Way and Utilities Division (RW)

Begins:
Schedule 30 calendar days (20 working days) prior to end of Task 36P –Plan Design Public Hearing; actually begins when the request is received from Location and Design Division to assess right of way impacts, (and utility impacts, if possible) and the Right of Way and Utilities personnel start their analysis for the public hearing process input.

Ends:
Must be scheduled before the beginning of Task 47- Willingness or Task 48- Conduct Public Hearing; actually ends when costs estimates and right of way/relocation/ utility information is completed and furnished to the Location and Design Engineer.

Norms:
30 Calendar days (20 Working days) – small projects with minimum right of way and utility involvement
60 Calendar days (40 Working days) – larger projects with substantial right of way and utility involvement

This task monitored by Dash Board

45 - Minor Structures Report

This task involves analysis of minor structures data and preparation of the minor structures report to be included in the final roadway plans.

Responsibility:
Materials Division (MAT)

Begins:
Schedule to begin after the end of Task 40– Minor Structures Data Request; actually begins when minor structures data is received from Location and Design Division and work is initiated on the minor structures report

Ends:
Should end prior to Task 49X- Location and Design Approval; actually ends when the minor structures report is completed and submitted to the Location and Design Engineer.

Norms:
60 Calendar days (40 Working days)

46 – Review and Approval of ESC and SWM Plan

This task involves the review and approval of the Erosion and Sediment Control (ESC) & Storm Water Management (SWM) design plans by a Certified Plan Reviewer in accordance with the VSMP regulations and the VPDES construction permit registration process.
This task also includes reviewing all; final and fully executed agreements with local jurisdictions or property owners for any off-site compensatory stormwater treatment, or participation in regional stormwater programs, or other third party agreements necessary to document the project's compliance with the VDOT ESC & SWM Program requirements. The plans or agreements must include the proposed means of access for maintenance and required right-of-way and/or easements prior to approval.

Federal Requirements 22 CFR 650.207-211
State Requirements §10.1-561

Responsibility:
Location and Design Division, Hydraulics Section (LDH)

Begins:
Schedule to begin 21 calendar days (15 working days) prior to the Task 71X - Pre-Advertisement Conference; actually begins concurrently or after completion of Task 51H - Hydraulic Review for Construction/PAC

Ends:
Must be completed prior to the Project Manager certifying the plans for Advertisement, before Task 71 - Approved Construction Plans; actually ends when all ESC and SWM comments have been addressed and incorporated on the plans; and all necessary agreements are finalized.

Norms:
7 Calendar days (5 working days) – for Tier I and smaller Tier II projects
14 Calendar days (10 working days) – for larger Tier II projects

46B - Preliminary Bridge Plans

This task involves reviewing the proposed transportation project and preparing preliminary bridge layouts and cost estimates.

Responsibility:
Structure and Bridge Division (SB)

Begins:
Schedule to begin after Task 36P – Plan Design for Public Hearing begins, actually begins when the request and the preliminary roadway plans are received from Location and Design Division to prepare bridge plans

Ends:
Should end 21 calendar days (15 working days) before Task 49X- Location and Design Approval, actually ends when preliminary bridge plans and cost estimates are completed by Structure and Bridge Division and submitted to the Location and Design Engineer

Norms:
120 Calendar days (85 Working days) – for smaller bridge projects
180 Calendar days (130 Working days) – for larger multi-span bridges

46H - Hydrologic and Hydraulic Analysis for Bridges and Major Structures

This multi-step task is required when the project includes a bridge over a waterway or a large culvert. The task involves performing a hydrologic and hydraulic analysis of the existing and proposed conditions to determine the impact of the project/structure on the flood elevations. For major bridges, this task also includes scour computations and a causeway analysis.
If the resulting flood elevations are determined to be unacceptable it may require a modification to the proposed roadway or bridge design or detailed hydraulic study. The need for and extent of a detailed hydraulic study is determined by the Hydraulic Section staff in conjunction with the Project Manager and Bridge Designer.

Federal Requirements 22 CFR 650

Responsibility:
Location and Design Division, Hydraulics Section (LDH)

Begins:

This task cannot begin until sufficient data is available to develop the Hydraulic Models.

- For work associated with bridges, Hydraulics Staff receives a request for a hydraulic analysis from the Structure and Bridge Staff or Project Manager.
- For work associated with large culverts, the Hydraulics Staff will initiate the work in association with the drainage design of the project using the level of hydrologic and hydraulic analysis that is required to satisfy site conditions.

Ends:

- For work associated with bridges, The Hydraulics Staff will provide to the Project Manager and Bridge Designer the results of the analysis and note if the impact on flood elevations is acceptable or exceeds the design limits. This task remains open until the scour evaluation and causeway design are completed as data is available.
- For work associated with large culverts, when the Hydraulic Engineer furnishes the hydrologic and hydraulic analysis and/or the size and nature of the hydraulic structure to the Project Manager and responsible person for project design.

Norms:

- Bridges – Begins 14 Calendar days (10 Working days) into Preliminary Bridge Plans (Task 46B) and ends 60 Calendar days (40 Working days) prior to the end of Obtain Environmental Permits (Task 70).
- Large Culverts – Begins 14 Calendar days (10 Working days) into Location/Design Public Hearing (Task 48) and ends 60-120 Calendar days (40-85 Working days) later.

47 - Approve Willingness

Task involves preparing sketch map, publishing of willingness to hold a public hearing notice, and processing the non-hearing determination, preparing and submitting the approval package/letter and uploading to iPM documents.

Refer to the VDOT Public Participation Manual for more information.

This Task (if scheduled) will nearly always be on the critical path for project completion.

Federal Requirements 40 CFR 1506, 23 CFR 771

Responsibility:
Project Manager (PM)

Begins:
Schedule to begin after Task 36P – Plan Design for Public Hearing

Ends:
Must end prior to Task 49X- Location and design Approval, actually ends when the District Administrator or designated responsible person (Tier I projects), or the Assistant State Location and Design Engineer (Tier II projects) provides approval for the major design features of the project to the Project Manager.

Norms:
45 Calendar days (30 Working days) - This task duration covers the time period when project willingness is waived. If willingness is not waived, use schedule Task 49

This task monitored by Dashboard

47X – Willingness Posted Date

The date on which the willingness to hold a public hearing is posted. This is normally used only on small projects without right of way requirements.

Refer to the VDOT Public Participation Manual for more information.

Federal Requirements 40 CFR 1506, 23 CFR 771

Responsibility:
Project Manager (PM)

Scheduled Date:
Schedule for after the Task 36P- Plan Design for Public hearing (must be able to satisfy the project's environmental and right of way requirements before posting)

Actual Date:
First date of publication in newspaper, usually posted for 15 days

Norms:
1 Calendar day (1 Working day)

48 - Conduct Location and Design Public Hearing

This multi-step task involves preparing exhibits, the 30 day advertisement period, conducting the public hearing meeting, preparing the transcript and the Public Hearing package, obtaining approval from the District Administrator or the State L&D Engineer FHWA or the CTB, and uploading the approval package/letter to iPM Documents.

Refer to the VDOT Public Participation Manual for more information.
This Task (if scheduled) will always be on the critical path for project completion and covers the requirements for both location and design meetings when one hearing is required (not on new location) and design only on two-hearing projects

Federal Requirements 23 USC 128, 23 CFR 711, 40 CFR 1506
State Requirements §33.1-18, §33.1-70.2, 24 VAC 30-11-10, §33.1-269.7, 24 VAC 30-380

Responsibility:
Project Manager (PM)

Begins:
Scheduled after all the Final Scope/Preliminary Field Inspection recommendations have been resolved and incorporated into the plans (usually after the end of Task 36P– Plan Design/PH), actually begins when work begins on preparing for the hearing, or after Task 47 – Approve Willingness when a Notice is posted and a public hearing is requested

Ends:
Design Public Hearing:
When the public hearing package has been submitted to the District Administrator (Tier 1 projects), or to the State Location and Design Engineer (Tier II projects), and the plan design changes have been evaluated and approved and recorded in iPM .

Location and Design Public Hearing:
When the Public Hearing package has been submitted to the State Location and Design Engineer (Tier I and Tier II projects), and the plan design changes have been evaluated and approved and recorded in iPM.
This task must be completed prior to Task 49X – Location and Design Approval date.

Norms:
Tier I projects – (105–175) Calendar days (80–125) Working days
Tier II projects – (120–180) Calendar days (80–130) Working days
The longer durations should be used or increased on highly complex projects or projects; with lengthy exhibit preparation, or major public input requiring lengthy transcript preparation and review, or when multiple meetings are planned, or for projects on new location that require the CTB approval process.

48X – Public Hearing Date

Date on which the public hearing is held

Refer to the VDOT Public Participation Manual for more information.

This is a milestone event in the project schedule.

Responsibility:
Project Manager (PM)

Scheduled Date:
Schedule for after the end of Task 36P- Plan Design for public hearing, however, must be able to satisfy the project's environmental and right of way requirements 30 days before the meeting date.

Actual Date:
Date the Public Hearing is held.

Norms:
1 Calendar day (1 Working day)

49 – Adopt Location and Design

This task covers obtaining approval of the location and design (or design only) of the project from the District Engineer or State L&D Engineer, obtaining CTB approval, obtaining City council approvals on urban projects, or obtaining any Board of Supervisors approval, etc.

Refer to the VDOT Public Participation Manual for more information.

This Task will always be on the critical path for project completion.

Responsibility:
Design Approval (Tier I projects): Project Manager (PM)
Design Approval (Tier II projects): Location and Design Division (LD)
Location and Design Approval (Tier I & Tier II projects): Location and Design Division (LD)

Begins:
Design only Approval:
After the public hearing package is received by the District Administrator's designated responsible person (Tier I projects), or by the State Location and Design Engineer (Tier II projects), and the plan design changes have been evaluated. (Should begin after the end of Task 48)

Location and Design Approval:
After the public hearing package is received by the State Location and Design Engineer (Tier I and Tier II projects), and the plan design changes have been evaluated.

Ends:
Design only Approval:
When the District Administrator (or their designated responsible person) approves the design (Tier I projects), or when the State Location and Design Engineer approves the design (Tier II projects

Location and Design Approval:
When the CTB approves the location and design (generally the third Thursday of the month) CTB approval is after FHWA approval of the Environmental Impact Statement This task ends with Task 49X – Location and Design Approval.

Norms:
14 Calendar days (10 Working days)

This task monitored by Dash Board

49C – Design Approval Constructability Review

This task involves reviewing PFI Plans and documents to determine any potential constructability issues of the project that may affect the project design, schedule and/or budget.

Responsibility:
Project Manager (PM)

Begins:
Can be scheduled any time after Scoping is finalized after Task 36X - Preliminary Field Inspection Team Meeting, but should be scheduled to start 20 working days prior to the start of Task 49X – Location and Design Approval

Ends:
Must be completed prior to Task 49X - Location and Design Approval Date and should be scheduled to be complete prior to Task 49 – Adopt Location/Design.

Norms:
14 Calendar days (10 Working days)

49X – Location and Design Approval Date

The date the District Administrator (or responsible charge designee for Tier I projects) and/or the Chief Engineer (for Tier II projects) has approved the location and design of the project. Location approvals are made by the CTB.

Refer to the VDOT Public Participation Manual for more information.

This is a milestone event in the project schedule.

Responsibility:
Project Manager (PM)

Scheduled Date:
Scheduled after the end of Task 49- Adopt Location and Design

Actual Date:
Date approval is given

Norms:
1 Calendar day (1 Working day)

50 – Survey Data Verification

This task involves reviewing the survey data to ensure that the data accurately describes the currents conditions in the project area. This is a risk assessment of the utility, right of way and topographic data which will assess its suitability and determine who will be responsible for the right of way sheets and final monumentation.

Responsibility:
Location and Design Survey Section (LDS)

Begins:
Schedule to begin after the start of Task 36P – Plan Design Public Hearing

Ends:
Must be completed 30 days prior to Task 48X – Public Hearing Date

Norms:
30 Calendar days (20 Working days) – for Tier I projects
45 Calendar days (32 Working days) – for complex Tier I and all Tier II projects

51 - Furnish Approved Right of Way and Utility Plans

This task covers incorporating field inspection comments and recommendations into the plans, preparing and furnishing roadway plans to Right of Way and Utilities Division showing the proposed right of way and easement lines and incorporating the RW data sheet of partial and Whole Take Parcels.

Responsibility:
Location and Design Division (LD)

Begins:
Schedule to begin after Task 65X - Field Inspection Team Meeting, Task 43X – UFI, and Task 58 – Survey Right of Way Plan Sheets have been completed.

Ends:
Schedule to end prior to Task 51X – Right of Way and Utility Plan date, actually ends when all right of way comments are addressed and approved right of way plans are available on Falcon (submission of Form LD-368).
For Tier II projects Plan Coordination will close out Task 51 in IPM upon submission of Form LD-368.

Norms:
90 Calendar days (65 Working days) – for smaller less complex projects
120 Calendar days (85 Working days) – for larger complex projects

This task monitored by Dash Board

51H - Hydraulic Review for the Pre-Advertisement Conference

This task involves the review and approval of drainage, ESC and SWM design for construction plans prior to the Pre-Advertisement Conference. Also, includes any revisions, redesign, or design brought about by plan review comments or other plan changes after submittal of Approved Right-of-Way and Utility Plans (Activities 51 and/or 51T). The Hydraulics Engineer develops and/or finalizes the SWPPP General Information Sheets and assists the Project Manager in completing the VPDES Construction Permit Registration form (LD-445). The certified Plan Reviewer of record completes and signs the ESC & SWM Plan Certification form and forwards it to the Project Manager. The completed VPDES Construction Permit Registration application is forwarded by the Project Manager to the District VPDES Construction Permit Coordinator for processing.

Federal Requirements 23 CFR 650.115
State Requirements 9 VAC 25-790-880

Responsibility:
Location and Design Division, Hydraulics Section (LDH)

Begins:
After submittal of Approved Right-of-Way and Utility Plans at the end of Furnish Approved Right of Way and Utility Plans (Tasks 51 Furnish Approved R/W & Utility Plans and/or 51T - Furnish Approved R/W Plans for Total Take of Parcels).

Ends:
Must end prior to Task 72X – Plan Submission, actually ends when the roadway plans are submitted to the Scheduling & Contract Division

Norms:
60 Calendar days (40Working days) – for smaller projects
90 Calendar days (65 Working days) – for larger more complex projects

Note: Does not include District Constructability Review time prior to PAC.

51T - Furnish Approved Right of Way Plans for Total Take Parcels

This task covers incorporating any approved public hearing recommendations, preparing and furnishing roadway plans to Right of Way and Utilities Division, showing the proposed right of way lines, and incorporating RW data sheet of Total Take Parcels, and having the Right of Way and Environmental review conducted.

Responsibility:
Location and Design Division (LD)

Begins:
Schedule to begin after the end of Task 49X – Location & Design Approval and Task 33X-Final Environmental Document

Ends:
Must end prior to Task 51X – Right of Way and Utility Plan date
Actually ends when approved total take parcel right of way plans are available on Falcon (the submission of Form LD-368).

For Tier II projects Plan Coordination will close out Task 51 – Furnish Approved R/W & Utility Plans in iPM upon submission of Form LD-368.

Norms:
90 Calendar days (65 Working days) – for smaller less complex Tier I projects
120 Calendar days (85 Working days) – for larger complex Tier I and Tier II projects

51X – Furnish Right of Way and Utilities Plan Date

The date complete Right of Way and Utility plans are furnished to the Right of Way and Utilities Division.

Responsibility:
Project Manager (PM)

Scheduled Date:
Scheduled at the end of Task 51-Furnish Right of way and Utility Plans

Actual Date:
Date when plans are available for the Right of Way and Utilities Division

Norms:
1 Calendar day (1 Working day)

52 - Authorize Right of Way and Utilities Funds

This task involves authorizing the expenditure of funds for acquiring right of way and utilities, also includes obtaining FHWA authorization on federal-aid projects.

Federal Requirements 49 CFR 24.102, 23 CFR 710, 23 CFR 710.501/503, 23 CFR 645
State Requirements §33.1-300.89, §33.1-90, §33.1, §33.1-417, §33.1-272

Responsibility:
Infrastructure and Investment Division (IID)

Begins:
Schedule to begin with the end of Task 51- Furnish Approved R/W & Utility Plans. Actually begins when the title sheet is received and the funding verification is started.

Ends:
Actually ends when the PD-3 has been issued to authorize funds in Cardinal and the PM is notified. Must end prior to beginning of Task 67– Clear Utility Agreements (CO), Task 69– Acquire R/W and/or Task 73– Process Relocation

This task's planned end date automatically establishes the programming right of way phase start date in Project Pool (on the schedule and estimate's tab).

Norms:
14 Calendar days (10 Working days)

This task monitored by Dash Board

52A - Accelerated Right of Way and Utility Funds

This task is placed in the project schedule along with Task 52-Authorize Right of Way and Utility Funds and is used to identify a project whose preliminary engineering tasks, required for right of way acquisition, can be completed ahead of the planned funding schedule for Task 52. If funding becomes available, this task involves authorizing the expenditure of funds for acquiring right of way and utilities and includes obtaining FHWA authorization on federal-aid projects. **See the description of Task-52 for details**.

This task can only be placed in the schedule after scoping is completed. The system will not save this task in the project schedule until after the actual end date for Task 22 is entered. Placing this task in the schedule will require the PE planned dates to be reworked to meet the planned dates for Task 52A instead of Task 52 and the status will be automatically changed to "Accelerated Dates Set". This task may be scheduled by itself or with Task 80A.

This task requires both District and C.O. PMD management pool revision approvals prior to being placed in the schedule.

Responsibility:
Project Manager (PM) enters the scheduled date but IID requires 14 Calendar days (10 Working days) to authorize funds. **See Task 52**

Norms:
1 Calendar day (1 Working day)

52T - Authorize Right of Way Funds for Total Take Parcels Only

This task involves authorizing the expenditure of funds for acquiring right of way for the Total Take Parcels. This task includes obtaining FHWA authorization on federal-aid projects.

Responsibility:
Infrastructure and Investment Division (IID)

Begins:
Schedule to begin after the end of Task 51T- Furnish Approved R/W Plans for Total Take of Parcels. Actually begins when the request is received for authorization of right of way funds.

Ends:
Should end with Task 51T - Furnish Approved R/W Plans for Total Take of Parcels and prior to beginning of Tasks 51 - Furnish Approved R/W & Utility Plans and 52 – Authorize Right of Way Funds, actually ends when the PD-3 has been issued to authorize funds in FMS and the PM is notified

Norms:
30 Calendar days (20 Working days)

52X – Right of Way and Utilities Authorization Date

The date the Right of Way and Utilities Division is authorized funding by the Infrastructure and Management Division to proceed with activities to purchase right of way and clear the project for advertisement.

Responsibility:
Infrastructure and Investment Division (IID)

Scheduled Date:
Schedule after the end of Task 52- Authorize Right of Way and Utilities

Actual Date:
Date when Right of Way and Utilities Division is authorized to proceed

Norms:
1 Calendar day (1 Working day)

53P - Preliminary Landscaping Plans

This task involves providing preliminary Landscape Architectural Services for developing public hearing graphics, streetscape plans, plantings for bio-retention facilities, or other aesthetic and or environmental improvements. Also includes, preparation of preliminary plans for roadside landscaping, rest areas and other associated facilities.
On projects where this Task is scheduled, Task 53F should also be scheduled.

Responsibility:
Location & Design Division (LD)

Begins:
Schedule to start after Task 36X - Preliminary Field Inspection Team Meeting. If project involves extensive landscape design, it should be scheduled to begin 30 days prior to Task 36X.

Ends:
Should end concurrently with the end of Task 36P –Plan Design for Public Hearing, actually ends when preliminary landscaping plans or public hearing graphics are forwarded to the project manager for incorporation into Public Hearing exhibits or plans

Norms:
60 Calendar days (40 Working days) – smaller projects minimal landscaping services
90 Calendar days (65 Working days) – larger more extensive landscaping services

53F - Final Landscaping Plans

This task involves providing final Landscape Architectural Services for developing streetscape plans, plantings for bio-retention facilities, or other aesthetic and or environmental improvements. Also includes, preparation of final plans for roadside landscaping, rest areas and other associated facilities.

Responsibility:
Location & Design Division (LD)

Begins:
Schedule to begin after the end of Task 65F- Plan Design for Field Inspection.

Ends:
Must end prior to Task 71C – Pre-Advertisement Conference, actually ends when final landscaping plans are forwarded for incorporation into the Pre-Advertisement Conference Plans

Norms:
60 Calendar days (40 Working days) – smaller projects minimal landscaping services
120 Calendar days (85 Working days) – larger more extensive landscaping services

54 – Retaining Wall Data Report

This task covers the time for Materials Division to prepare and transmit the report to L&D Division. This task should be scheduled on all Tier II and complex Tier I projects. This task should be scheduled with Task 38 – Retaining Wall Data Request and Task 62 – Develop Retaining Structures Plans.

Responsibility:
Materials Division (MAT)

Begins:
Schedule to begin after Task 36X – PFI Team Meeting and after Task 38 – Retaining Wall Data request has ended

Ends:
Must be completed prior to Task 62 – Develop Retaining Structure Plans, actually ends when the report is completed and submitted to the Location and Design Division

Norms:
45 Calendar days (32 Working days)

55 – Noise Abatement Foundation Data Report

This task involves the time for Materials Division to prepare and transmit report to the L&D and Environmental Division, should be scheduled on Tier II and some Tier I projects. This task should be scheduled with Task 39 – Sound Wall Foundation Data Request and Task 59 – Noise Abatement Design.

Federal Requirements 23 CFR 772
State Requirements 24 VAC 30-80, VDOT Policy

Responsibility:
Materials Division (MAT)

Begins:
Schedule to begin after Task 36X– PFI Team Meeting and at the end of Task 39 – Sound Wall Foundation Data Request.

Ends:
Must be completed 60 Calendar days (40 Working days) prior to the end of Task 65F – Field Inspection, actually ends when the report is completed and submitted to the Location and Design Division.

Norms:
45 Calendar days (32 Working days)

56 – Develop Compensatory Mitigation Design

This task covers the time required for; purchasing wetland mitigation credits, or to complete the multi-stepped process of site feasibility, site selection, conceptual plans, preliminary plans and final plans for wetland and/or stream mitigation compensation sites.

Federal Requirements §33 USC 1341, §33 USC 1344, §33 USC 401, §33 USC 565, §33 USC 1304, 18; §16 USC 831y-1
State Requirements §62.1-44.15:20, 9 VAC 25.210, 9 VAC 25-680, §28.2-1200, 4- VAC 20-333

Responsibility:
Environmental Division (ENV)

Begins:
Scheduled to begin after Task 21T–Hydraulic Plan Design for Preliminary Field Inspection ends, actually starts when the projects' total areas of wetlands and stream impacts are estimated at each jurisdictional area.

Ends:
Schedule to end approximately 60 Calendar days (40 Working days) prior to Task 71- Pre-Advertisement Conference, actually ends when wetland and stream compensation plans and estimates are completed and provided to the Project Manager for inclusion into project plans or to the Scheduling & Contract Division for a separate advertisement.

Norms:
90 Calendar days (65 Working days) – for purchasing of wetland credits
360 Calendar days (250 Working days) – for stream mitigation or full scope of creating new wetlands

56S – Survey, Compensatory Mitigation

This task involves site survey, control and mapping for conceptual, preliminary and final plans for wetland/stream mitigation compensation sites for projects.

This task is only scheduled if Task 56 is scheduled.

Refer to VDOT Survey Manual for specified survey requirements.

Responsibility:
Location and Design Division, Survey Section (LDS)

Begins:
Scheduled concurrently with Task 56 – Develop Compensatory Mitigation Design for intermittent survey needs

Ends:
Concurrently with Task 56

Norms:
Use Task 56 timeframes

57S - Right of Way Survey Stakeout

This task covers miscellaneous Surveying Services requested by Right of Way Division and involves establishing and/or re-establishing project alignments, marking rights of way and property lines, construction/drainage/and utility easements.

This task should be scheduled with Task 69 – Acquire Right of Way.

Responsibility:
Location and Design Division, Survey Section (LDS)

Begins:
Schedule to begin after Task 52- Authorize Right of Way and Utilities Funds, actually begins upon receipt of approved Right-of-Way plans from Right of Way Section

Ends:
Usually ends before or with the end of Task 69 – Acquire Right of Way, actually ends when survey services are no longer needed for right of way needs,

Norms:
90 Calendar days (60 Working days) – for small projects (ends with Task 69)
360 Calendar days (250 Working days) – For large projects (ends with Task 69)
Should not exceed Task 69 timeframes

58 - Survey - Right of Way Plan Sheet

This task involves the preparation of the Right of Way Plan Sheets.

Responsibility:
Location and Design Division, Survey Section (LDS)

Begins:
Schedule begin date to lag 10 days after Task 65X – Field Inspection Team Meeting end date to allow Field Inspection plan comments to be addressed

Ends:
Must be completed prior to Task 60X – Final Right of Way Notice to Proceed Date

Norms:
30 Calendar days (20 Working days) – for projects with minimal right of way
60 Calendar days (40 Working days) – for larger more complex projects

59 – Noise Abatement Design

This task involves preparing and transmitting the final acoustical design of sound walls to the Location & Design Division. This task should be scheduled with Task 39 – Sound Wall Foundation Data Request and Task 55 – Sound Wall Foundation Data Report.

Federal Requirements 23 CFR 772
State Requirements §33.1-223, §33.1-252.1, VDOT Policy

Responsibility:
Environmental Division, Noise Section (ENV)

Begins:
Schedule to begin after the end of Task 55 – Sound Wall Data Report, actual begin date automatically populated by CEDAR.

Ends:
Scheduled to end prior to begin date of Activity 60P - Notice to Proceed for Partial Right of Way Acquisition, actual end date automatically populated by CEDAR

Norms:
150 Calendar days (100 Working days)

60P - Notice to Proceed For Partial Right of Way Acquisition

This task involves issuing the Notice to proceed for right of way acquisition of partial acquisition properties after receiving approved funding and approved right of way and utility plans for partial acquisitions. This task is scheduled with and after Task 51T - Furnish Approved Right of Way Plans for Total Take Parcels

Responsibility:
Right of Way and Utilities Division (RW)

Begins:
Schedule to begin after the end date of Task 52- Authorization of Right of Way and Utility Funds or the end date of Task 51- Furnish Approved Partial Acquisitions Right of Way and Utility Plans (whichever date is the latter).

Ends:
Upon issuance of Notice to Proceed (NTP) for right of way acquisition, actual end date automatically populated from RUMS.

Note: The actual finish dates must be entered for Task 51 and Task 52 before RUMS will populate this actual end date.

Norms:
14 Calendar days (10 Working days)

This activity monitored by Dash Board

60T - Notice to Proceed For Total Right of Way Acquisition

This task involves issuing the notice to proceed for right of way acquisition of total acquisition parcels after receiving approved funding and approved right of way plans for total acquisition parcels.

Federal Requirements 49 CFR 24.201
State Requirements §33.1-90

Responsibility:
Right of Way and Utilities Division (RW)

Begins:
Schedule to begin after end date for Task 52- Authorization of Right of Way and Utility Funds or Task 51T- Furnish Approved Right of Way and Utility Plans for total acquisition (whichever date is the latter).

Ends:
Upon issuance of the Notice to Proceed (NTP) for right of way acquisition the actual end date is automatically populated from RUMS.

NOTE: end dates for Task 51T and 52 must be entered in iPM schedule before RUMS will automatically populate the end date for Task 60T

Norms:
14 Calendar days (10 Working days)

60X – Final Right of Way and Utilities Notice to Proceed Date

The date of the final notice to proceed on right of way clearance not covered in the preliminary right of way acquisition stage.

Responsibility:
Right of Way and Utilities Division (RW)

Scheduled Date:
Schedule after end date for Task 52- Authorization of Right of Way and Utility Funds or Task 51T- Furnish Approved Right of Way and Utility Plans for total acquisition (whichever date is the latter).

Actual Date:
The date when the Right of Way and Utilities Division authorizes the notice to proceed for right of way and utility acquisition on the project, the actual end date will automatically populate from RUMS

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in RUMS, the RUMS date overrides the manually entered date on every nightly update.

Norms:
1 Calendar day (1 Working day)

61- Final Traffic Control Device Plans

This task involves preparing final traffic control device plans and includes structural analysis of sign supports; it also covers review of traffic designs by consultants or others, if appropriate. This task should be scheduled with and after Task 35- Traffic Control Device Recommendations/Plans.

Responsibility:
Location & Design Traffic Section or Regional or Area Traffic Engineer (LDT) or (TED)

Begins:
Schedule to begin after the end of Task 51– Furnish Approved Right of Way & Utility Plans, actually begins when data is received to prepare final traffic control device plans

Ends:
Must end prior to the start of Task 65P – Pre-Advertisement Conference based on cutoff dates for advertisement of contract projects, actually ends when final traffic control device plans are submitted to the L&D designer for incorporation into complete plan assembly.

Norms:
90 Calendar days (65 Working days) –projects with 1 or 2 signals w/min. signs/markings
180 Calendar days (130 Working days) - large projects w/signals, signs and markings

62 - Develop Retaining Structure Plans

This task involves preparing the final plans for special retaining structures where standard retaining walls are not appropriate it includes drafting, designing and detailing; calculating quantities and preparing cost estimates. This task should be scheduled with Task 38 – Retaining Wall Data Request and Task 54 – Retaining Wall Data Report.

Responsibility:
Structure and Bridge Division (SB)

Begins:
Should begin after the end of Task 51 – Furnish Right of Way & Utility Plans or Task 54– Retaining Wall Data Report

Ends:
This task must end approximately 60 Calendar days (40 Working days) prior to the Task 71X– Pre-Ad Conference, actually ends when final retaining wall plans are submitted for incorporation into construction contract plans (Based on the cut-off dates for advertisement of contract projects).

Norms:
90 Calendar days (65 Working days) – smaller projects
180 Calendar days (125 Working days) – large very complex projects

63 - Obtain Coast Guard Permit

This task involves preparation of the permit application including sketches, exhibits and obtaining all required data for the permit application, submitting the application, the required permit notice time, and necessary responses to obtain the Coast Guard permits.

This task will always be on the critical path for project completion due to the detailed information, final water quality permits, the lengthy process and public notice period required prior to obtaining this permit.

Federal Requirements 49 CFR 1.46

Responsibility:
Structure and Bridge Division (SB)

Begins:
Schedule this task to begin after the end of Task 51- Furnish Approved Right of Way Plans

Ends:
Must be completed before Task 72X- Plan Submission, actually completed when the Coast Guard Permit is approved and submitted to Scheduling & Contract Division

Norms:
180- 270Calendar days (130-190 Working days)

64 - Final Bridge Plans

This task involves preparing the final bridge plans, including: drafting, designing and detailing all structural components, calculating quantities of materials, and preparing cost estimates. This task should be scheduled with Task 46B – Preliminary Bridge Plans.

Responsibility:
Structure and Bridge Division (SB)

Begins:
Schedule after Task 46 – Preliminary Bridge Plans or 14 Calendar days (10 Working days) after Task 65X – Field Inspection Team Meeting to allow for FI Plan revisions

Ends:
30 calendar days (20 Working days) prior to the Task 71X– Pre-Ad Conference based on the cut-off dates for advertisement of contract projects, actually ends when final bridge plans are submitted for incorporation into construction contract plans

Norms:
120 Calendar days (85 Working days) – for most 1 to 3 span simple structures
270 Calendar days (190 Working days) – for larger very complex structures

Note: If the bridge involves a Railroad crossing, the final bridge plans should be scheduled to be completed 60 days prior to the PAC meeting to allow the railroad agreement to be finalized prior to the PAC meeting.

65C – Field Inspection Constructability Review

This task involves reviewing the FI Stage Plans and documents to determine if there are any potential constructability issues that may affect the project's design, development, schedule or budget.

Responsibility:
Project Manager (PM)

Begins:
This task cannot begin until after Task 49X- Location and Design Approval. Should be scheduled to begin 30 calendar days (20 Working days) before start of Task 65X- Field Inspection Team Meeting

Ends:
This task must be completed prior to Task 65X- Field Inspection team. Should be scheduled to be completed 14 calendar days (10 working days) prior to Task 65X - Field Inspection Team Meeting

Norms:
21 Calendar days (15 Working days)

65F – Plan Design for Field Inspection

This task involves preparing the field inspection roadway plans and quantity summaries; assembling and checking plans; incorporating bridge, landscape, and traffic control device plans; and updating the estimates.

Federal Requirements 23 CFR 630 Subpart J

Responsibility:
Location and Design Division (LD)

Begins:
Schedule to begin after Task 49X- Location and Design Approval, actually begins when Task 36P- Plan Design for Public Hearing ends

Ends:
Must end prior to Task 65X- Field Inspection Meeting, actually ends when Task 65X- Field Inspection Meeting is held

Norms:
120 Calendar days (85 Working days) – for smaller Tier I projects
270 Calendar days (190 Working days) - for larger complex Tier I and Tier II projects

65P – Plan Design for Pre-Advertisement Conference

This task involves preparing the Pre-Advertisement/Final roadway plans and quantity summaries; assembling and checking plans; incorporating bridge, landscape, and traffic control device plans; and updating the estimates.

Federal Requirements 23 CFR 630 Subpart J

Responsibility:
Location and Design Division (LD)

Begins:
Should be scheduled to begin after the end of Task 65X- Field Inspection Meeting, actually begins after Task 65F– Plan Design for Field Inspection ends and with the transmittal of the Field Inspection Report to the Project Team Members

Ends:
Must end prior to Task 71X- Pre Ad conference and prior to the beginning of Task 71– Approved Construction Plans, actually ends when the plans are certified complete by the project manager (based on the cut-off dates for advertisement of contract projects)

Norms:
90 Calendar days (65 Working days) – smaller less complex projects
270 Calendar days (190 Working days) – larger complex Tier I and Tier II projects

65X – Field Inspection Team Meeting Date

The date of the Field Inspection Team Meeting

This is a milestone event in the project schedule.

Responsibility:
Project Manager (PM)

Scheduled Date:
Schedule to be held after completion of Task 65F- Plan Design for Field Inspection

Actual Date:
Date when the Field Inspection Meeting is held

66 - Environmental Reevaluation

This task involves reevaluating the environmental permits and documents, as necessary, after plans are essentially completed to ensure that any conditions that have changed are addressed in the documents and/or permits and obtaining FHWA's concurrence with the re-evaluation. This task is required by the VDOT/FHWA project administration agreement.

Federal Requirements 23 CFR 771

Responsibility:
Environmental Division (ENV)

Begins:
Schedule after Task 71X – Pre-advertisement Conference when data is available to assess any changes in environmental impacts

Ends:
Must be completed prior to Task 80– Advertisement, but should be scheduled to be completed prior to Task 72X– Plan Submission (based on the cut-off dates for advertisement of contract projects)

Norms:
7 Calendar days (10 Working days) – Maintenance and State forces projects
14 Calendar days (10 Working days) – Tier I
30 Calendar days (20 Working days) – Tier II

67- Clear Utility Agreements

This task involves reviewing utility field inspection plans, identifying and analyzing utility involvement, negotiating with utility companies and obtaining utility agreements. If Federal funds are involved for construction, the central office must certify this phase of work.

Note: Activity 67 is generally not required on the following accomplishments:
State Forces/Hired Equipment, Convict Forces, Railroad Forces, SAAP contracts, District contracts, Regional contracts, and City contracts, and Developer/others contracts.

Responsibility:
Right of Way and Utilities Division (RW)

Begins:
This task is usually scheduled to begin after the end of Task 60P- NTP for Partial Right of Way Acquisitions, and actually begins when utility field inspection plans are received from Location and Design Division and Right of Way and Utilities personnel begin reviewing the plans for utility involvement and contacting impacted utilities

Ends:
For regular contract advertisements, Task 67 will end approximately three and one half months prior to the advertisement date; and actually ends when utility agreements are cleared by Right of Way personnel and certified to FHWA on federally funded advertisements. (Based on the cut-off dates for advertisement of contract projects)
Actual end date is automatically populated from RUMS.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in RUMS, the RUMS date overrides the manually entered date on every nightly update.

Norms:
180 – 360 Calendar days (130 – 250 Working days)

This activity monitored by Dash Board

67U - Utility Relocations by Others

This task involves the relocation of utility facilities by the utility owners and does not include utility work (in plan) to be performed by the VDOT contractor. This task should be scheduled concurrently with Task 70S. Each project involving utility relocation can be unique depending on the length of relocation, size, type, and number of utilities affected.

Note: It is necessary to have this activity completed before advertisement, except in special cases with prior approval from the Chief Engineer. In these cases a special provision to the construction contract must be included in the bidding documents.

Federal Requirements 23 CFR 645
State Requirements §33.1-55.56

Responsibility:
Right of Way and Utilities Division, District Utility Section (RW)

Begins:
Cannot start until the completion of Task 52 –Authorize RW and Utility Funds, normally scheduled to begin 40 days prior to the end of Task 67 – Clear Utility Agreements
Actual begin date is automatically populated from RUMS.

Ends:
Scheduled to end 30 days prior to Activity 80 – Advertise Project, actually ends when all utility relocations have been cleared and certified (based on the cut-off dates for advertisement) Actual end date is automatically populated from RUMS.

Norms:
(120-360) Calendar days (85-250 Working days) – duration is entirely project specific

General Scheduling Guidelines:
Tier I projects – If number of impacted utilities and length of utility relocation are known:
Up to - ¼ mile (with 3 utilities) – 120 calendar days (85 working days)
Up to - ½ mile (with 4 utilities) – 180 calendar days (130 working days)
Up to – 1 mile (with 4 utilities) – 240 calendar days (170 working days)

Tier II projects - If number of impacted utilities and length of utility relocation are known:
Up to - ¼ mile (with 3 utilities) – 180 calendar days (130working days)
Up to - ½ mile (with 4 utilities) – 270 calendar days (190 working days)
Up to – 1 mile (with 4 utilities) – 360 calendar days (250 working days)

Any project involving more than six utility owners or with unique facilities (electric transmission lines, petro pipelines, pump stations, etc.) should use a default valve of 450 calendar days (320 working days) until the required relocation duration can be determined (before closing the project scoping stage).
This activity monitored by Dash Board

68 - Clear Railroad Agreements

This multi-step task involves reviewing the proposed project design, analyzing railroad involvement, contacting the impacted railroads, securing the right of entry agreement, negotiating and obtaining agreements for any encroachments and/or work to be done on the railroad property.
The Right of Entry agreement (ROE) is needed in order to survey or obtain access on the railroad property to perform soil borings and needs to be completed prior to any encroachment on railroad property. Design plans are required for the final rail agreements.

If scheduled, this Task will always be on the critical path for project completion. Contact the Right of Way Division's - Rail Section during the scoping phase (invite to scoping team meeting) to determine the railroad involvement's impact on the project's timelines.

Responsibility:
Right of Way and Utilities Division, Rail Section (RW)

Begins:
The Right of Entry agreement needs to be obtained ASAP during the scoping stage or before. For the final agreement, schedule to begin after the end of Task 51 - Furnish Approved Right-of-Way and Utility Plans, actually begins when plans and data are received (from various VDOT divisions) and Right of Way's Rail Section personnel initiate their review of plans for encroachments to railroad property

Ends:
Task must be completed prior to Task 69X- Right of Way & Utility Certification Date, and actually ends when the railroad agreement is approved and signed by the railroad, VDOT, and/or the locality. Actual end date automatically populated from RUMS.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in RUMS, the RUMS date overrides the manually entered date on every nightly update.

Norms:
150 -180 calendar days (105-130 working days) - for minor work not affecting railroad operations
180-450 calendar days (130-320 Working days) - for major work or work affecting railroad operations

69 - Acquire Right of Way

This task involves reviewing right of way plans, conducting appraisals, relocations, and negotiating with landowners as necessary to clear the proposed right of way.

Federal Requirements 49 CFR 24.201
State Requirements VAC 56-468.2

Responsibility:
Right of Way and Utilities Division **or** Residency (RW)

Begins:
For regular contract advertisements, this task cannot be scheduled to begin until Task 52-Authorize RW and UT funds and Task 60P – NTP for Partial R/W Acquisition and/or Task **60**T - NTP for Total Right of Way Acquisition have been completed.

When a residency is acquiring the right of way, this task actually begins when the first acquisition document is prepared (omnibus deed, agreement, etc.) by the Residency. Actual begin date automatically populated from RUMS.

Ends:
For regular contract advertisements, schedule this task to end approximately one month plus utility relocation time prior to the advertisement date. This task actually ends when all Right of Way has been cleared for the project to be constructed and RUMS has been updated.

When a residency is acquiring the right of way, this task ends when the last acquisition document is signed and sent "forward" (to the District, Central Office, or court of record) by the Residency and all utilities are relocated. (Based on the cut-off dates for advertisement of contract projects)
Actual End Date automatically populated from RUMS.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in RUMS, the RUMS date overrides the manually entered date.

Norms:
180-720+ Calendar days (130-500+ Working days) - duration is entirely project specific
General Scheduling Guidelines:
1-8 parcels – 180-210 Calendar days (130-150 Working days)
9-20 parcels – 270-360 Calendar days (190-250 Working days)
21-30 parcels – 360- 450 Calendar days (250-320 Working days)
31+ parcels – 450-720 Calendar days (320-720 Working days)
This activity monitored by Dash Board

69X – Right of Way and Utility Certification Date

The date the Right of Way and Utilities Division certifies the Right of Way and Utility Relocation status of the project suitable for advertisement. There are three levels of certification, see note below. This task is required on all projects by the VDOT/FHWA project administration agreement.

Responsibility:
Right of Way and Utilities Division (RW)

Scheduled Date:
Schedule for 30 calendar days (20 working days) before Task 80- Advertisement

Actual Date:
Date when status certification is transmitted, cannot be certified until after the end of Tasks 69- Acquire Right of Way, Task 73- Process Relocations, Task 67- Clear Utility Agreements or Task 68- Clear Railroad Agreements
Actual Date automatically populated from RUMS

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in RUMS, the RUMS date overrides the manually entered date.

Norms:
1 Calendar day (1 working day)

NOTE:
Level No. I Certification - This certification applies if all needed property rights are acquired, the right of way is completely clear of occupancies, and there is compliance with all laws and regulatory requirements. Example: RW & Util. are cleared prior to AD;

Level No. II Certification - This level of certification applies when all the Certification No. I provisions have been met except that the closing of options and/or eminent domain proceedings to determine just compensation are not completed for one or more properties. Example: RW cleared by AD and Util. relocated prior to award;

Level No. III Certification - This level of certification applies when there is compliance with most of the Certification No. I provisions except there are some incomplete activities. This could be one or several displacees remaining on property; a railroad agreement that is not executed; a utility arrangement which is incomplete; and/or there are properties for which acquisition is not completed or rights of entry secured. This certification is issued when it is projected that any outstanding issues will be completed by the date that the project is considered for award of contract.

70 - Obtain Environmental Permits

This task involves gathering project information, permit sketches, and data requirements for the permit application; coordinating with appropriate State and Federal agencies to obtain aquatic permits and obtaining needed aquatic permits to build project, such as general permits, subaqueous bed permits, 401 permits, and 404 permits; (this is typically a four month interagency coordination process). Task 70 is not needed in the schedule if no permits are required or only non-reporting Federal permits are required for a project.

Note: This activity excludes the Virginia Pollutant Discharge Elimination System Construction Permit (obtained by the Location and Design Division) and the Coast Guard Permits (obtained by Structure and Bridge Division).

Federal Requirements §33 USC 1341, §33 USC 1344, §33 USC 401, §33 USC 565, §33 USC 1344, §16 USC 831y-1
State Requirements §62.1-44.15:20, 9 VAC 25.210, 9 VAC 25.680, §28.2-1200, 4-VAC 20-333

Responsibility:
Environmental Division (ENV)

Begins:
Schedule to begin after the completion of Task 65–FI Meeting, permit sketches are required to begin this task. Actually starts when acceptable sketches and data are received from the PM and environmental personnel initiate the permit process.
Actual Begin Date automatically populated from CEDAR.

Ends:
Scheduled to end prior to Task 80– Advertise Project begin date. Actually ends when all aquatic permits (except the Coast Guard Permit) are formally approved by the appropriate State and Federal agencies. (Based on the cut-off dates for advertisement of contract projects) Task must end prior to TASK 66 end date. Actual End Date automatically populated from CEDAR.

The Project Manager or Team Member may enter the actual dates manually, but when a Final Date exists in CEDAR, the CEDAR date overrides the manually entered date.

Norms:
Duration based on type and size of impacts not size of project, typical default durations:
90 Calendar days (65 Working days) - Maintenance and State force projects
240 Calendar days (170 Working days) - Tier I & II projects
360 Calendar days (250 Working days) – for Individual Permit (if required)
This activity monitored by Dash Board

70R - Virginia Pollutant Discharge Elimination (VPDES) Construction Permit

This **multi-step task** involves obtaining authorization to discharge storm water, from construction activities under the VSMP regulations, in compliance with the Department of Environmental Quality's (DEQ) VPDES permitting process.

The **first step** involves the District VPDES Permit Coordinator (District Hydraulics Engineer) preparing and forwarding the completed VPDES Construction Permit Registration assembly (including LD-445), to the Project Manager. **This work is covered under Task 49.** The Project Manager forwards the completed permit assemblies to the C.O. VPDES Permit Coordinator (COVPDES PC) authorizing the permit fee expenditure.

The **second step** involves the COVPDES PC receiving and reviewing the assemblies, applying for permit registration, submitting the fund transfer to the (DEQ) to cover the permit fees, obtaining permit, and notifying the Project Manager. **The duration below applies to this step only.**

The **third step** involves the Designated Responsible Land Disturber (Area Construction Engineer) sending the completed VPDES Permit Termination Notice Form (LD-445D) to the District VPDES Permit Coordinator certifying that final stabilization has been achieved on all portions of site covered by the permit. The District VPDES Permit Coordinator forwards the termination notice to the CO VPDES PC who notifies DCR that the permit registration for the project can be terminated. **This work is included as part of Task 91-Administer Contract or Task 81-State Forces/Hired Equipment/RR Forces Construction and must be completed prior to Task 95-District Closeout.**

Refer to IIM's-LD-242.4 & LD-246; and Forms LD-445, B, C, D, E for more information.

Responsibility:
District VPDES Permit Coordinator (LDH), Central Office VPDES Permit Coordinator, Designated Responsible Land Disturber

Begins:
Scheduled to begin after Task 71X-Pre-Advertisement Conference or other appropriate stage for those projects that do not go through a formal PAC process, actually begins when the project manager transmits the permit assemblies to the COVPDES PC.

Ends:
Schedule to end before Task 72X-Plan Submission Date or other appropriate stage for those projects that do not go thru a formal Advertisement process; should be completed prior Task 84–Award Contract, and must be in place prior to any land disturbance.

Norms:
For all projects - 60 calendar days (40 working days)

70S - Utility Stakeout - Survey

This task involves miscellaneous surveying services for establishing/re-establishing alignment, marking utility easements, etc. Should be scheduled after Task 51 – Furnish Approved R/W Utility Plans and/or concurrently with Task 67-Clear Utility Agreements

Responsibility:
Location and Design Division, Survey Section or Contractor's surveyors (LDS)

Begins:
Schedule to begin 14 calendar days after Task 51 begins or concurrently with Task 67.

Ends:
Schedule to end no later than Task 51 or Task 67 end date, actually ends when necessary stakeouts are completed

Norms:
See Task 51 or Task 67 timeframes

71 - Approved Construction Plans

RAAP: Involves coordinating final contract plans between the District (Tier I projects) or Location and Design (Tier II projects), and Construction Division.
SAAP: Involves assembling and submitting the SAAP bid proposal (aka, Tier I no-plan assemblies) as described in the SAAP Manual.

Responsibility:
RAAP (Tier I projects): Project Manager (PM)
RAAP (Tier II projects): Location and Design Division Plan Coordination Section (LD)
SAAP (Tier I- no plan): District SAAP Coordinator (PM)

RAAP
Begins:
Schedule to begin after Task 71X- Pre-Ad Conference, actually begins when the PM certifies plans complete and the LD-402 (Tier II only) and the documents assembly is submitted to Construction Division by the PM (Tier I), or by L&D Plan Coordination (Tier II projects). (Based on cut-off dates for advertisement of projects)

Ends:
Schedule to end before Task 72X– Plan Submission, actually ends when the PM completes the LD-406 and plan submission is made to the Construction Division by the PM (Tier I projects), or after Advertisement Plans Submission Notice (PM-150) is received by Plan Coordination from the PM and the LD-406 has been processed and plan submission is made to the Construction Division by the L&D Division Plan Coordination Section (Tier II projects). (Based on the cut-off dates for advertisement of contract projects)

SAAP
Begins:
When the SAAP (no plan assembly) is submitted to the District SAAP Coordinator to compile the proposal (or to C.O. SAAP Coordinator or for review), approximately 4 weeks prior to advertisement date (last Tuesday in month) (Based on the cut-off dates for advertisement of SAAP projects)

Ends:
Must end at least 21 calendar days (15 working days) prior to Task 80, actually ends when the SAAP bid proposal is reviewed and submitted to Construction Division by the District SAAP Coordinator (Based on the cut-off dates for advertisement of SAAP projects)

Norms
Tier I – 40 Calendar days (27 working days) – taken from cutoff sheet tables
Tier II – 75 Calendar days (75 Working days) – taken from cutoff sheet tables

This activity monitored by Dash Board

71C – Pre-Ad Conference (PAC) Constructability Review

This task involves meeting to review the PAC Stage Plans and documents to determine any potential constructability issues of the proposed project design that would significantly affect the cost of or ability to construct the project as designed.

Responsibility:
Project Manager (PM)

Begins:
Usually scheduled 30 calendar days (20 working days) before Task 71X- PAC, should not be scheduled until Task 65X –Field Inspection and Task 51 – Furnish Approved R/W & Utility Plans (if required) have been completed

Ends:
Must be completed prior to Task 71X - Pre-Ad Conference Team Meeting

Norms:
14 Calendar days (10 Working days)

71X – Pre-Advertisement Conference Date

The date of the team meeting to discuss the preparedness of the plan assembly for advertisement

This is a milestone event in the project schedule.

Responsibility:
Project Manager (PM)

Scheduled Date:
Scheduled after the end of Tasks 65P, 61, 64, and 53

Actual Date:
Date when the Pre-Advertisement conference is held

72- Prepare for Advertisement

This task involves reviewing plans, determining wage rates, setting DBE/WBE goals, preparing the engineering estimate, and assembling the materials for advertising the project. Also includes submittal to FHWA for authorization of the construction project.

Note: This task is not required on these accomplishments:
State Forces/Hired Equipment, Convict Forces, Railroad Forces, District Contracts, Regional Contracts, City Contracts, Developers/Others Contracts

Responsibility:
Construction Division, Plan Reviewer (CN)

Begins:
Schedule to begin after Task 71X- PAC and actually begins after receipt of the LD-402 and Project Documents Assembly from the Project Manager (Tier I projects), or L&D Plan Coordination Section (Tier II projects). Plan Reviewer is responsible for documenting the actual start date for this task in the project Schedule. (Based on the cut-off dates for advertisement of contract projects)

Ends:
Actual end is when Federal Authorization is granted by FHWA. The finish date for this task is automatically populated in the project Schedule when the Federal Authorization date is entered in the Federal Tab of the Project Pool.

Norms:
14 Calendar days (10 Working days) - Tier I
60 Calendar days (40 Working days) - Tier II

72B - Bidability Review

This task is conducting a formal review of the contract documents, special provisions, and reference documents. This review can be conducted any time after the PM Certification and after Construction Plans are complete but before Advertisement. The purpose is to eliminate ambiguities, errors, omissions, and contradictions with respect to the local construction marketplace and the bidding package strategy. The goal is to minimize bid prices in the procurement phase and disputes during construction. During this process special attention is to be paid to ensure that pay items and quantities are correct.

Examples of bidability issues:

- Conflicting material specifications
- Item of work on plans , but no pay item
- Multiple pay items for one work item
- Multiple conflicts between plans, specifications, copy notes and special provisions
- Risk
- Time, confirm fixed completion date
- Availability of bidders

Examples of questions to be addressed:

- Are all pay items shown on the plans the same in the contract?
- Are there any pay items shown in the contract that are not in the plans?
- Are there any pay items shown in the plans that are not in the contract?
- Are all submitted special provisions and copied notes included in the contract?

Responsibility:
Project Controls (PC) or (CN)

Begins:
Scheduled after the start of Task 72- Prepare for Advertisement, actually begins when proposal is posted by Construction Division (Based on the cut-off dates for advertisement of contract projects)

Ends:
Scheduled to end before Task 80 begins, actually begins when the proposal is revised by Construction Division following the review of the Bidability Comments (Based on the cut-off dates for advertisement of contract projects)

Norms:
Tier I – 7 Calendar days (5 Working days)
Tier II – 21 Calendar days (15 Working days)

72X – Plan Submission Date

The final date to submit the complete plan assembly package to the Construction Division in order to advertise the project as scheduled

Responsibility:
Project Manager (PM)

Scheduled Date:
Schedule after Task 71- Prepare for Advertisement and 72B- Bidability Review have ended, as follows:

Tier I – 14 working days prior to the end of Task 72 – Prepare for Advertisement
Tier II - 31 working days prior to the end of Task 72 – Prepare for Advertisement

Actual Date:
Date when the complete plan assembly is transmitted to the Scheduling & Contract Division

73 - Process Relocations

This task involves reviewing approved right of way plans, and appraisals, working with those displaced in locating and moving to replacement facilities, and arranging for all relocations necessary to clear the proposed right of way (businesses, families, and other buildings). This activity is monitored to encourage priority handling of occupied parcels to prevent delays in advertisement resulting from late vacation of premises. If Federal funds are involved for construction, the Right of Way Division (central office) must certify this phase of work.

This task is project specific and its duration is dependent on the number of relocations required. This should be discussed with right of way staff during the scoping phase.

Note: Activity 73 is not required on these accomplishments:
State Forces/Hired Equipment, Convict Forces, Railroad Forces, SAAP, District Contracts, Regional Contracts, City Contracts, Developers/others Contracts,

Federal Requirements 49 CFR 24, Subpart b
State Requirements §25.1-400-416

Responsibility:
Right of Way and Utilities Division (RW)

Begins:
Schedule to begin when Task 60T- NTP for Total Takes (if needed) or Task 60P- NTP for Partial Takes ends, actually begins when the notice to proceed is issued for right of way and utilities acquisition

Ends:
For regular contract advertisements, Task 73 will end approximately one month plus utility relocations time prior to the advertisement date, based on information from the Right of Way Division. Actually ends when all relocations have been processed and certification for advertisement and construction is issued without provisions.
Actual End Date automatically populated from RUMS.

Norms:
Completely dependent on number and type (residential or commercial) of relocations required
180 Calendar days (130 Working days) – few and uncontested
720 Calendar days (500 Working days) - several or contested

77S - Construction - Survey

This task involves setting slope stakes, grade hubs, re-establish or relocate control markers, or right of way monuments as directed by the construction project manager.

Responsibility:
Location and Design Division, Survey Section (LDS)

Begins:
Schedule to begin 60 calendar days (40 working days) after the end of Task 80 or concurrent with begin date for Task 84- Award Contract

Ends:
Schedule to end with Task 94X- Claims Period End Date, actually ends when project is accepted as complete by the Department

Norms:
Use the construction contract time duration in Task 91- Administer Contract
This is not a continuous effort and there is normally less than 30 calendar days (20 working days) of work effort involved by survey forces occurring throughout the duration of the construction contract.

79 - Construction Funding Review/Authorization of Funds

This task involves providing a financial analysis of a project prior to advertisement and authorizing/opening a project to construction charges. This task assures that adequate allocations/authorizations are available for the construction phase based on estimated cost. There may need to be changes to the allocations if construction bids received exceed the CN estimate by more than 8% but that is not a scheduled event.

This Task is required on all projects.

Responsibility:
Infrastructure and Investment Division (IID)

Begins:
Should be scheduled to begin 30 calendar days (20 working days) prior to start of Task 80 – Advertise Project, actually begins:

RAAPs & SAAPs – When the title sheet is received and the funding verification is started.
Tier I – When District PIM requests Funding Verification from Programming Division
Tier II – When requested by L&D District Coordination group

State Forces, District Contract, City, County, Regional Contract, Hired Equipment, Rail Projects – When PD receives the request to open project to construction charges.

Ends:
Should be scheduled to be completed prior to the start of Task 80 – Advertise Project, actually ends:

RAAPs & SAAPs – When the contract execution/award has occurred and the notice has been issued to authorize funds in Cardinal.

State Forces, District Contract, City, County, Regional Contract, Hired Equipment, Rail Projects – When the funding verification has been completed and the notice has been issued to authorize funds in Cardinal.

Norms:
45 Calendar days (32 Working days)

80 - Advertise Project or Begin Construction

This is a multi-step task with differing descriptions for different bid solicitations or work efforts, as more fully described below:

This task is required on all projects and is a milestone event in the project schedule.

RAAP

This task involves advertising the project for the appropriate period of time.

Responsibility:
Construction Division (CN)

Begins:
Schedule to begin after Task 72- Prepare for Advertisement, actually begins when the plan reviewer submits the project document assembly for advertisement. The CN plan reviewer is responsible for documenting the actual start of this task in the project Schedule. (Based on the cut-off dates for advertisement of contract projects)

Ends:
When actual advertisement is published for public viewing which is usually the 2nd Tuesday of every month. The CN advertising group is responsible for documenting the actual end for advertisement in the project Schedule if not automatically populated from site manager. (Based on the cut-off dates for advertisement of contract projects)

Norms:
30 Calendar days (20 Working days);

Please note that when using the MS Project scheduling templates for RAAP projects, the duration field is 1 working day instead of 20 working days and should not be edited. The required 20 working day advertisement duration is built-into the template (as a lag to the bid opening). This task (in those templates only) has a special calendar affixed to it. This calendar will only allow the first available actual advertisement date of the month (second Tuesday of the month) to display as the proposed project Ad date.

SAAP

Applies to STATE funded projects only and involves advertising the project for the appropriate period of time.

Responsibility:
Construction Division (CN)

Begins:

When plans are received from District, should begin approximately 21 Calendar days (15 Working days) prior to actual advertisement date, Based on the cut-off dates for advertisement of contract project

Ends:

When actual advertisement is published (should be the fourth or last Tuesday in the month) Based on the cut-off dates for advertisement of contract projects

Norms:

30 Calendar days (20 Working days)

Please note that when using the MS Project scheduling templates for SAAP projects, the duration field is 1 working day instead of 20 working days and should not be edited. The required 20 day advertisement duration is built-into the template (as a lag to the bid opening). This task (in those templates only) has a special calendar affixed to it. This calendar will only allow the first available actual advertisement date (second Tuesday of the month) to display as the proposed project Ad date.

State Forces/Hired Equipment

For State Forces/Hired Equipment construction covers the initiation of work.

Responsibility:

District Office (DO)

Begins:

When work is planned on State Forces/Hired Equipment projects

Ends:

When actual work begins in field by State Forces/Hired Equipment

Norms:

30 Calendar days (20 Working days)

Convict Forces

For construction by Convict Forces, this activity covers the initiation of work.

Responsibility:

District Office (DO)

Begins:

When work is planned on Convict Forces projects

Ends:

When actual work begins in field by Convict Forces

Norms:

30 Calendar days (20 Working days)

Railroad Forces
For proposals to be accomplished by Railroad Forces, involves notification that all railroad agreements have been approved and railroad forces are authorized to begin

Responsibility:
Right of Way Division -Rail Section (RW)

Begins:
Should be scheduled to begin after completion of Task 68- Clear Railroad Agreements and when preparation of the letter of Authorization to Proceed

Ends:
At the actual date that the letter of Authorization to Proceed is sent.

Norms:
90 Calendar days (65 Working days) after completion of Task 68 (Railroad Agreement)

District Contract
Involves advertising the project for the appropriate period of time

Responsibility:
District Office (DO)

Begins:
When District begins processing for advertisement (Should be after end of Tasks 67D and 69)

Ends:
When actual advertisement is published (Last workday of every month)

Norms:
30 Calendar days (20 Working days)

Regional Contract
Involves advertising the project for the appropriate period of time

Responsibility:
District Office (DO)

Begins:
When District begins processing project for addition to the existing or proposed contract (Should be after the end of tasks such as 67, 69, and 61)

Ends:
When project is added to the existing contract or proposed contract is advertised (Last workday of every month)

Norms:
30 Calendar days (20 Working days)

City Contract

Involves advertising the project for the appropriate period of time

Responsibility:
District Office, Local Assistance Division or Project Manager (DO), (LAD) or (PM)

Begins:
When the City begins processing for advertisement (Should be after right of way, Task 69, and utilities, Task 67D, have been cleared)

Ends:
When the actual advertisement is published (Last workday of every month)

Norms:
30 Calendar days (20 Working days)

Counties/Developers/Others
Involves initiation of construction by developers or others

Responsibility:
District Office, Local Assistance Division or Project Manager (DO), (LAD) or (PM)

Begins:
When work is planned to begin

Ends:
When actual construction begins

Norms:
30 Calendar days (20 Working days

This activity monitored by Dash Board

80A – Accelerated Advertisement

This task is placed in the project schedule along with Task 80-Advertise Project/Begin Construction. It is used to identify a project whose preliminary engineering tasks, required for project advertisement, can be completed ahead of the planned funding schedule for advertisement. The planned dates entered for Task-80A will be used to advance the advertisement of the project if funding becomes available. This task involves authorizing the expenditure of funds for acquiring right of way and utilities and includes obtaining FHWA authorization on federal-aid projects.

See the description of Task 80 for details.

This task can only be placed in the schedule after scoping is complete. The system will not save this task in the project schedule until after the actual end date for Task 22 is entered. Placing this task in the schedule will require the PE tasks planned dates to be reworked to meet the planned dates for Task 80A instead of Task 80 and the status will be automatically changed to "Accelerated Dates Set". This task may be scheduled by itself or with Task 52A.

This task requires both District and C.O. management pool revision approvals prior to being populated into the schedule.

Responsibility:
Project Manager (PM)

Norms:
1 Calendar day (1 Working day)

81 - State Forces/Hired Equipment or Railroad Forces Construction

This task involves construction work performed by State Forces/Hired Equipment or Railroad Forces.

This task is only scheduled on State forces and Hired Equipment or Railroads Forces projects.

Responsibility:
Project Manager (PM)

Begins:
When work begins by State Forces/Hired Equipment or Railroad Forces, as usually reported on a C-5 or C-107 report

Ends:
When work is completed by State Forces/Hired Equipment or Railroad Forces, as usually reported on a C-5 or C-107 report

Norms:
120 Calendar days (85 Working days) – varies considerably (project specific)

82 - Conduct Bid Opening (Letting)

Date Contractor's bids are opened.

NOTE: This activity is scheduled only on RAAP and SAAP projects.

Responsibility:
Construction Division (CN)

Begins:
- When bids are opened by Construction Division personnel.
- This task is scheduled to begin:
  - Tier I projects - 45 Calendar days (30 Working days) after end of Task 80 – Advertise Project or Begin Construction
  - Tier II projects - 72 Calendar days (50 Working days) after end of Task 80 – Advertise Project or Begin Construction
- The actual start date is populated from AASHTOWare Preconstruction.

Ends:
- When bids are opened by Construction Division personnel.
- The actual start date is populated from AASHTOWare Preconstruction.

Norms:
1 Calendar day (1 Working day)

Please note that time associated with evaluating the contractor's bids and making recommendations for award is reflected in schedule with a 35 Calendar day (25 Working day) lag time between Tasks 82 and 84.

84 - Award Contract

Date the contract is awarded by CTB/Commissioner (ballot approval/signature), or other approving authority.

NOTE: This task is only required on RAAP and SAAP projects.

Responsibility:
Construction Division (CN)

Begins:

- When the contract is awarded by CTB/Commissioner (Ballot approval/signature), or other approving authority.
- This task is scheduled to begin:
  - VDOT Tier I and II projects – 35 Calendar days (25 Working days) after end of Task 82 – Conduct Bid Opening (Letting).
  - Local Assistance projects – 78 Calendar days (55 Working days) after Task 80 - Advertise Project or Begin Construction
- The actual start date is populated from AASHTOWare Preconstruction.

Ends:

- When the contract is awarded by CTB/Commissioner (Ballot approval/signature), or other approving authority.
- The actual end date is populated from AASHTOWare Preconstruction, and will automatically change the project's status from "advertised" to "awarded".

Norms:
1 Calendar day (1 Working day)

Please note that time associated with evaluating the notifying the successful contractor of the award and obtaining the signed contract is reflected in schedule with a 35 Calendar day (25 Working day) lag time between Tasks 84 and 91.

88 – Survey Monumentation

This task involves establishing permanent Right of Way Monuments.

Responsibility:
Location and Design, Survey Section (LDS)

Begins:
After Task 91- Administer Contract has been completed

Ends:
Prior to completion of Task 95 – District Closeout

Norms:
60 Calendar days (40 Working days) - entirely project specific

91 - Administer Contract

This task involves managing, inspecting, and properly recording the work performed by the contractor, testing material, and documenting compliance with the plans and specifications.

This Task is required on all projects except State Forces/Hired Equipment or Railroad Forces (use Task 81 instead).

Responsibility:
Construction Project Manager or Area Construction Engineer (PMC)

Begins:

- When contract goes in effect and inspection work is initiated (Form C-5 Construction Start date).
- Scheduled to begin 35 Calendar days (25 Working days) after end of Task 84 – Award Contract.
- Actual start date is automatically populated from TRANS*PORT (Site Manager) and will automatically change the project's status from "awarded" to "construction start" in Project Pool.

Note: The Contract Administration effort may begin immediately following "Award Contract". However, for scheduling purposes the C-5 Construction start date will be used.

Ends:

- When contract work has been completed (Form C-5 Construction Complete date).
- The actual end date is automatically populated using the C-5 Construction Complete date from TRANS*PORT (Site Manager) and will automatically change the project's status from "construction start" to "construction complete" in Project Pool.

Norms:

- Tier I - 180 Calendar days (130 Working days)
- Tier II - 360 Calendar days (250 Working days)

CONSTRUCTION CLOSEOUT TASKS

92X – Contractor Final Voucher Date

The Contract Final Voucher Date is established by the contract administration section of the Construction Division. The date is typically set at 28 days after the final contract estimate has been approved by the Scheduling and Contract Division and then forwarded to the Fiscal Division. Notification of the Final Voucher date is made to the contractor in a certified mailing signed by VDOT's Contract Administration Engineer. The Final voucher date is established in accordance with Section 105.19 of the 2007 and 2008 VDOT Specifications as well as Section 33.1-386 of the Code of Virginia. Any contractor claims for a subject contract must be filed within 60 days after the Final Voucher Date. The Final Voucher Date is entered under "Key Dates" in Site Manager and is also logged in the Project Closeout Database.

Responsibility:
Construction Division, contract administration section (CN)

Scheduled Date:
Scheduled 30 days after the contract completion date (Form C-5 Construction Complete date). Project Schedule automatically calculates this date upon initial schedule creation. Project Manager may override auto-calculated schedule date.

Actual Date:
Automatically populated from TRANS*PORT (Site Manager).

The Project Manager or Team Member may enter this actual date manually, but when a Final Voucher Date exists in Site Manager, the Site Manager date overrides the manually entered date on every nightly update.

94X – Claims Period End Date

This claims period end date signifies the end of the period that contractor claims may be submitted. Any contractor claims for a subject contract must be filed within 60 days after the Final Voucher Date in accordance with Section 105.19 of the 2007 and 2008 VDOT Specifications as well as Section 33.1-386 of the Code of Virginia.

Responsibility:
Construction Project Manager (PMC)

Scheduled Date:
Scheduled 60 days after the Contractor Final Voucher scheduled date.
Project Schedule automatically calculates this date upon initial schedule creation. Project Manager may override auto-calculated date.

Actual Date:
Automatically populated from TRANS*PORT (Site Manager) using Contractor Final Voucher Actual Date, plus 60 days; or manually entered by Project Manager.

95 – District Project Closeout Completion Date

This task represents the time period required for the District Project Investment Manager to complete all required district closeout tasks.

All projects will have this task automatically placed in the project schedule.

Responsibility:
District Project Investment Manager (PIM)

Begins:
Scheduled after the planned end date for Task 94X-Claims Period End Date if project has a construction phase, the actual begin date is manually entered by District PIM staff.

Ends:
Scheduled end date is determined by norms per project type, the actual end date is manually entered by the DPIM after all district closeout tasks are completed. When the actual end date is entered, a pool revision is created that requires approval by C.O. IID and the District PIM before the date will be saved in the system. This actual end date automatically populates to be the actual start date for Task 96- C.O. Project Closeout.

This actual end date changes the project workflow to "Inactive" but the status remains "Waiting Financial Closure "until Task 96 is completed.

Norms:
75 Calendar days (52 Working days) - Not Federally Eligible
90 Calendar days (65 Working days) - Federally Eligible

96 – Central Office Project Closeout

This task represents the time period required for the Central Office Infrastructure and Investment, Fiscal and Financial Planning Divisions to complete the Financial Closeout process for all phases of the project in the Cardinal, iPM and FHWA's FMIS data systems.

All projects will have this task automatically placed in the project schedule.

Responsibility:
Infrastructure and Investment Division (IID)

Begins:
Scheduled after Task 95-District Closeout, the actual begin date is automatically populated when the pool revision created for the Task 95 actual end date is entered and approved by C.O. and District.

Ends:
Scheduled end date is determined by norms per project type, the actual end date is manually entered by the infrastructure and Investment Division after all closeout work is completed. When the actual end date is entered a Pool Revision is created requiring approval by C.O. Program Management before the date will be saved in the system. **This date then automatically changes the project status to "Archived".**

Norms:
75 Calendar days (52 Working days) - Not Federally Eligible
120 Calendar days (87 Working days) - Federally Eligible

- END OF TASKS -

MILESTONES
KEY TASKS

A key task is a one-day event representing an important milestone in the project development. It documents a significant decision point in the project development process, such as a team meeting, beginning or completion of a phase, or funding approvals. The key tasks that function as the six major milestones under the Project Development Process are:

1) Task 22X – Scoping Team Meeting
2) Task 36X – Preliminary Field Inspection Team Meeting Date
3) Task 49X – Location and Design Approval Date
4) Task 65X – Field Inspection/Constructability Team Meeting Date
5) Task 71X – Pre-Advertisement Conference Date
6) Task 80 – Advertisement

PROJECT SCHEDULE TEMPLATES

In order to provide initial funding schedules, for the various project funding scenarios required for the creation of the Six Year Improvement Plan, VDOT has created forty six different project schedule templates using the MS Project scheduling software. These schedule templates are automatically selected based on the project information entered in Project Pool by the project initiator. There are ten templates for locally administered projects, three for paving projects, two for state forces work, two for railroad projects, two for on-call task order work, five for maintenance work, nine for Tier I construction projects, nine for Tier II construction projects, one for studies, and one for right of way only projects.
A list of the templates and the criteria used to select the templates can be found on the PMO website or at the following links:

List of Templates and Template Selection Criteria

The templates were created, using the information in this manual, to predict preliminary engineering, right of way and construction phase dates. These phase dates are used until the projects can progress thru the scoping process and the schedules can be customized for each project.
The templates contain all the tasks that are normally needed to accomplish the project. The tasks are arranged in a logical sequence, with default durations, using start to finish, start to start, and finish to finish relationships. Both leads and lags are employed to achieve the shortest reasonable critical path to develop the project.
The templates can be viewed by accessing the PMO website or at the following link:

Project Templates

The sequence of tasks follows the VDOT project development process which can be found on the PMO website or at the following link:

Plan Development Process

Sample Template

Task Name	Responsibl Division	Duration
PROJECT: Tier 1 - Simple Maintenance (PE & CN)		621 days
12-Authorize PE	PMD	10 days
22-Scope Project	PM	20 days
22X-Scoping Team Meeting Date	PM	1 day
17E-Environmental Review Process (ERP)	ENV	10 days
24-Determine Permits Needed	ENV	10 days
65F-Plan Design/Field Inspection	PM	40 days
70R-Va.Stormwater Mgt. Prog. (VSMP) Const. Permit	LDH	40 days
46-Review & Approval of ESC and SWM Plan	LDH	10 days
65P-Plan Design (PAC)	LD	60 days
71C-PAC Constructability Review	PM	10 days
71X-Pre-Advertisement Conference (PAC) Date	PM	1 day
66-Environmental Reevaluation	ENV	10 days
72-Prepare for Advertisement	CN	65 days
72B-Bidability Review	CN	15 days
72X-Plan Submission Date	CN	1 day
79-CN Funding Review/Authorization of Funds	PMD	20 days
80-Advertise Project	CN	1 day
82-Conduct Bid Opening	CN	10 days
84-Award Contract	CN	15 days
91-Administer Contract	PMC	120 days
92X-Contractor Final Voucher Date	CN	1 day
94X-Claims Period End Date	CN	1 day
95-District Closeout Completion Date	PIM	87 days
96-Central Office Closeout	PMD	60 days