

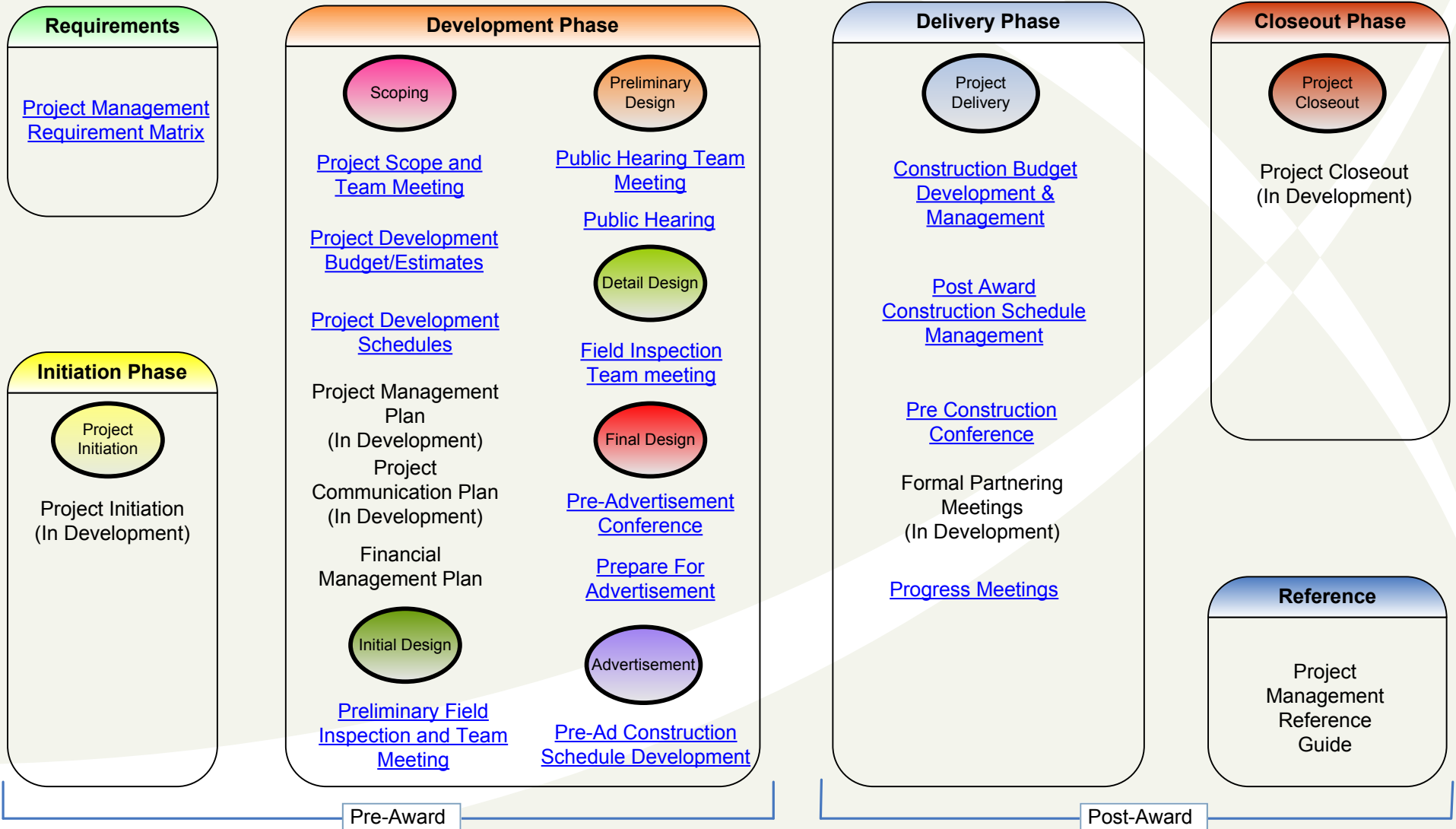
[Project Life Cycle Processes Flowchart](#)

[Department Policy Memorandum](#)

[Project Management Policy](#)

To support the Project Management Initiative, respond to Policy Agreement

Project Life Cycle Phases



Pre-Award

Post-Award

Appendix 9-A
Federal-aid and State-aid Checklists

Federal-aid Project Checklist

Required	Complete	Task Name	Chapter Reference
		Project Programming and Initiation	
<input type="checkbox"/>	<input type="checkbox"/>	Project and Funding in STIP and TIP (where applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	Local Government Resolution (Urban Localities)	
<input type="checkbox"/>	<input type="checkbox"/>	Request to Administer Form	
<input type="checkbox"/>	<input type="checkbox"/>	Project Administration Agreement (updated when total reimbursable costs change and prior to Construction)	
<input type="checkbox"/>	<input type="checkbox"/>	<i>PE Phase Authorized</i>	
<input type="checkbox"/>	<input type="checkbox"/>	PCES Estimates Updated every 90 days during project development	
<input type="checkbox"/>	<input type="checkbox"/>	Project Scoping Report	
<input type="checkbox"/>	<input type="checkbox"/>	EQ-429/State Environmental Review Process (SERP) for projects ≥ \$500,000	
<input type="checkbox"/>	<input type="checkbox"/>	Consultant Selection; Pre-Award Audit	
<input type="checkbox"/>	<input type="checkbox"/>	NEPA Level of Documentation Concurrence	
<input type="checkbox"/>	<input type="checkbox"/>	NEPA Documentation	
<input type="checkbox"/>	<input type="checkbox"/>	Bridge “touch-down” points approved (when applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	30% Plan Submittal	
<input type="checkbox"/>	<input type="checkbox"/>	Design Exception/Variance Requests	
<input type="checkbox"/>	<input type="checkbox"/>	Value Engineering for Projects over \$5 M	
<input type="checkbox"/>	<input type="checkbox"/>	60% Plan Submittal	
<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Plan Review	
<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing/Posting of Willingness	
<input type="checkbox"/>	<input type="checkbox"/>	Design and Public Hearing Resolution	
<input type="checkbox"/>	<input type="checkbox"/>	NEPA R/W Reevaluation	
<input type="checkbox"/>	<input type="checkbox"/>	Project RW listed in STIP and estimates are current	
<input type="checkbox"/>	<input type="checkbox"/>	<i>Right of Way Authorization</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Submit Final RW Plans, Cost Estimate including breakdown of Utilities, and Title Sheet	
<input type="checkbox"/>	<input type="checkbox"/>	Complete RW and Utilities Checklist, RW-301	
<input type="checkbox"/>	<input type="checkbox"/>	LPA performs final QA/QC on plans prior to submittal to VDOT for Advertisement Authorization	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Re-evaluation at PS&E (EQ-200); Environmental Certification (EQ-103)	
<input type="checkbox"/>	<input type="checkbox"/>	<i>Advertisement/Construction Authorization</i>	
<input type="checkbox"/>	<input type="checkbox"/>	RW Acquisition completed	
<input type="checkbox"/>	<input type="checkbox"/>	Utility relocation completed	
<input type="checkbox"/>	<input type="checkbox"/>	Water quality permits/finalize coordination with environmental regulatory agencies	
<input type="checkbox"/>	<input type="checkbox"/>	Project Construction listed in STIP and estimates are current	
<input type="checkbox"/>	<input type="checkbox"/>	Final Plan, Specifications and Estimates Submitted for VDOT approval DBE Goals	
<input type="checkbox"/>	<input type="checkbox"/>	IFB and Contract Documents	
<input type="checkbox"/>	<input type="checkbox"/>	Publicly Advertise Project/Federal-aid Contracts must use VDOT Pre-qualified vendors	
<input type="checkbox"/>	<input type="checkbox"/>	Public Opening of Bid/Bid Tabulations/Evaluation of DBE Goals (good faith efforts)	
<input type="checkbox"/>	<input type="checkbox"/>	Federal Criteria for Award Certification (see Appx 12.6B)	

<input type="checkbox"/>	<input type="checkbox"/>	Contract Award Information submitted to VDOT for concurrence to award	
<input type="checkbox"/>	<input type="checkbox"/>	Concurrence to award by CTB or Commissioner	
<input type="checkbox"/>	<input type="checkbox"/>	<i>Award Authorization</i>	
<input type="checkbox"/>	<input type="checkbox"/>	City/State Agreement or Modification of Project Agreement	
<input type="checkbox"/>	<input type="checkbox"/>	Include Project in Dashboard	
<input type="checkbox"/>	<input type="checkbox"/>	Preconstruction conference	
<input type="checkbox"/>	<input type="checkbox"/>	Materials Certifications /Project Records	
<input type="checkbox"/>	<input type="checkbox"/>	DBE/OJT Documentation	
<input type="checkbox"/>	<input type="checkbox"/>	Change Orders submitted for approval	
<input type="checkbox"/>	<input type="checkbox"/>	Final Inspection Reports	
<input type="checkbox"/>	<input type="checkbox"/>	Notification of Project Completion	
<input type="checkbox"/>	<input type="checkbox"/>	Final Acceptance Inspection	
<input type="checkbox"/>	<input type="checkbox"/>	C-5 submitted/Project Closed	
<input type="checkbox"/>	<input type="checkbox"/>	Final Invoice	

VDOT Project Coordinator: _____

Signature Date

LPA Project Manager: _____

Signature Date

Once the checklist has been completed a copy shall be filed with the Project File

State-aid Project Checklist

Required	Complete	Task Name	Chapter Reference
<input type="checkbox"/>	<input type="checkbox"/>	Local Government Resolution (Urban Localities)	
<input type="checkbox"/>	<input type="checkbox"/>	Request to Administer Form	
<input type="checkbox"/>	<input type="checkbox"/>	Project Administration Agreement (updated when total reimbursable costs change and prior to Construction)	
<input type="checkbox"/>	<input type="checkbox"/>	<i>Project State Authorization</i>	
<input type="checkbox"/>	<input type="checkbox"/>	EQ-429 / State Environmental Review Process (SERP); construction projects \geq \$500,000)	
<input type="checkbox"/>	<input type="checkbox"/>	Plan Submittals for VDOT maintained highways	
<input type="checkbox"/>	<input type="checkbox"/>	Design Exception Requests	
<input type="checkbox"/>	<input type="checkbox"/>	Value Engineering for Projects over \$5 M	
<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Plan Review for sufficient R/W for VDOT maintained highways	
<input type="checkbox"/>	<input type="checkbox"/>	RW Acquisition completed	
<input type="checkbox"/>	<input type="checkbox"/>	Utility relocation completed	
<input type="checkbox"/>	<input type="checkbox"/>	Submission of Project State-aid Certification Form	
<input type="checkbox"/>	<input type="checkbox"/>	Contract Award Information submitted to VDOT for concurrence to award	
<input type="checkbox"/>	<input type="checkbox"/>	Concurrence to award by CTB or Commissioner	
<input type="checkbox"/>	<input type="checkbox"/>	<i>Award Authorization</i>	
<input type="checkbox"/>	<input type="checkbox"/>	City/State Agreement or Modification of Project Agreement	
<input type="checkbox"/>	<input type="checkbox"/>	Include Project in Dashboard - SYIP / SSYP Projects	
<input type="checkbox"/>	<input type="checkbox"/>	Materials Certifications /Project Records – VDOT maintained projects	
<input type="checkbox"/>	<input type="checkbox"/>	Final Inspection Reports, VDOT Maintained	
<input type="checkbox"/>	<input type="checkbox"/>	Notification of Project Completion	
<input type="checkbox"/>	<input type="checkbox"/>	Final Acceptance Inspection, VDOT Maintained	
<input type="checkbox"/>	<input type="checkbox"/>	C-5 submitted / Project Closed	
<input type="checkbox"/>	<input type="checkbox"/>	Final Invoice	

VDOT Project Coordinator: _____

Signature

Date

LPA Project Manager: _____

Signature

Date

**Appendix 12.6 –A
Checklist
Advertisement & Award for Construction**

Projects Requiring Concurrence to Advertise & Award

Submittal for Review

The following must be received by VDOT's Project Coordinator 30 business days prior to advertisement.

1. ___ Bid Documents
2. ___ Estimate
3. ___ Complete set of plans

Submission of Finalized Documents for Projects Requesting Concurrence to Advertise

The locality shall ensure that VDOT's Project Coordinator has received the following information for submission to Scheduling and Contract Division **no less than 20 business days** prior to advertisement.

1. ___ Request for authorization to advertise the project
2. ___ Engineer's Estimate (dated within 90 days of advertisement)
3. ___ Copy of the proposal
4. ___ Locality Certification of Documents (Complete and Sign Appendix 12.6-B)

Submission of Documents for Projects Requiring Concurrence to Award

After receipt of bids the locality shall ensure that VDOT's Project Coordinator has received the following information for it to be submitted to Scheduling and Contracts **no less than 20 business days** prior to CTB Meeting.

1. Narrative description (containing the project number and location) of the project purpose. One paragraph in layperson's language
2. Recommendation for award and a detailed explanation if recommending a bid for award if over 10% of the Engineer's Estimate
3. A list of significant (25%) deviations in low bid unit prices from the engineer's estimate.
4. Number of bidders on the project
5. ___ Tabulation of all bidding contractor's prices with Engineer's Estimate
6. ___ Recommended low bidders Name, Mailing Address & Low Bid Amount
7. ___ Who (with title) opened the bids, where & when
8. ___ Required completed DBE Forms (C111, C112, C48, & C49)
9. ___ Proof of required bonds

•All Federally funded projects require VDOT concurrence to award

Appendix 12.6B
Locality Certification of Documents
Federal Criteria Sheet

LOCALITY CERTIFICATION OF DOCUMENTS

(To be completed by LPA Project Manager)

STATE PROJECT#: _____

FEDERAL PROJECT #: _____

UPC: _____

- NEPA Document
- Permits (if applicable) N/A
- Environmental Certification EQ-103 (to be provided by VDOT)
- PS&E Re-evaluation (to be provided by VDOT)
- Hazardous wastes have been identified when appropriate, and provisions are provided within the proposal for their safe disposal. (if applicable) N/A
- Waivers & Design Exceptions (includes criteria)
- Right of Way Certification (includes Railroad & Utilities certifications)
- Agreements (includes Railroad, Utilities and Right of Way)
- Public Hearing/Willingness/Waiver requirements have been met
- Sequence of Construction/Transportation Management Plan (TMP) (required for roadway projects) N/A
- Plans / No-Plan Assembly
- Proposal
 - Required Forms
 - Required Federal Provisions & Current Wage Rates
 - Environmental Permits (if applicable) N/A
 - Project Specific Provisions
- Engineer's Estimate (dated within 90 days of advertisement) including Construction Engineering & Inspection (CEI), Contingency, Local Forces, Contract Requirements, & Railroad Cost for Budget
- Project Narrative (including Purpose & Need statement for CTB projects)
- Safety Study & Method to Address Substandard Guardrail (required for roadway projects) N/A
- Contract Time Determination
- Basis of Liquidated Damages Analysis (if differs from Section 108.06 of the VDOT Specs)

BOLD: - *Items Required for PS&E & FHWA Authorization to Advertise*

I certify for the subject project the above critical items have been completed, checked and the Proposal & Plans have been prepared in accordance with the standards and requirements included in the Locally Administered Projects Manual.

Locality Project Manager

Date

FEDERAL CRITERIA SHEET

(To be completed by the VDOT Project Coordinator)

STATE PROJECT#: _____

FEDERAL PROJECT #: _____

UPC: _____

1. An approved environmental document and all identified environmental commitments have been included into the plans and proposals.
 - **NEPA – Document Type** _____ – **Date** _____
 - **EQ103 – Date** _____
 - **Re-Evaluation – Date** _____
2. All permits have been obtained and included in the Proposal
 Yes; **No**; **N/A**
3. All design is in accordance with appropriate design criteria or waivers.
 Yes; **No**
4. All Right of Way is clear or will be clear prior to project execution,
 R/W Certificate No. _____ Date _____
5. All Utility and Railroad relocations and certification have been included appropriately, or satisfactory arrangements have been made.– **RR & Utility agreements**
 Yes; **No**
6. The project meets the requirements of VDOT’s Locally Administered Projects Manual (approved by FHWA) in regards to the public hearing process.
 Yes; **No**
7. Hazardous wastes have been identified when appropriate, and provisions are provided within the proposal for their safe disposal.
 Yes; **No**
8. Sequence of Construction/Transportation Management Plan (TMP) (required for roadway projects)
 Yes; **No**; **N/A**
9. Plans (if applicable)
 Yes; **No**; **N/A**
10. Proposal including:
 - Required Forms
 - Required Federal Provisions including Current Wage Rates
 - Environmental Permits (if applicable) **N/A**
 - Project Specific Provisions

I certify for the subject project the above critical items have been completed, checked, entered into iPM, where applicable, and the Proposal & Plans have been prepared in accordance with the standards and requirements included in the Locally Administered Projects Manual.

VDOT Project Coordinator

Date

APPENDIX 12.6C

Project Delivery Key Requirements Summary Table/Checklist

Chapter 12 – Project Delivery Key Requirements Summary Table/Checklist
 (provisions of FHWA Recovery Act checklist have been incorporated; however the
 Recovery Act checklist must be completed and submitted with Recovery Act project
 PS&E packages)

F	S-V	S-L	Requirement	Chapter / Section
	--	--	Chapter 12.1 Project Scoping	
x	--	--	Scoping Report ¹ (23CFR652.5, 652.7(b))	12.1.3
x	x	x	Preliminary Project Cost Estimate	12.1.3
			Chapter 12.2 Plan Design	
x	x	--	Design meets VDOT Standards	12.2.3
x	x	x	Design meets AASHTO Standards	12.2.3
x	x	x	LD-440 for Design Exception (to AASHTO)	12.2.4
x ²	x	--	LD-448 for Design Waiver (to VDOT Standards)	12.2.4
x	x		Hydraulics included in plan design (23CFR650.117)	12.2.5.5
x	x	x	Water pollution, sediment & erosion control measures included (23CFR635.309(i))	15.8
x	x	x	Traffic control devices per MUTCD (23CFR309(n))	12.2.5.3
x	x	x	Value Engineering for Projects over \$5 Million	12.2.5.9
x	x	--	Preparation of TMP	12.2.5.7
			Chapter 12.3 Project Budget, Schedule, & Estimates	
x	x	x	Establish Projected Project Activities Schedule	12.3.3
x	x	x	Project funding verification (23 CFR 450.216)	12.1.3
x	x	x	Provide PCES Estimate (every 90 days)	12.3.4
			Chapter 12.5 Plan Submittals & Approvals	
x	x	--	30/60/90% Plan Submittal ³	12.5.1
x	x	--	R/W Plan Review Approval (see Chapter 16) ⁴	12.5.5/ 16.
x			RR Agreement if applicable (23CFR635.214(b), 635.216(d))	
			Chapter 12.6 Advertisement & Award	
			<i>PS&E Submittal Package⁵</i>	12.6.7
x	--	--	<ul style="list-style-type: none"> • Submit IFB/Contract for Review - Mandatory Federal-aid Provision included in IFB/Contract (incl FHWA1273) 	12.6.5 17.3.2
x	--	--	- Civil Rights Language included in IFB/contract	12.6.5 / 17.3
x	--	--	- Review for and inclusion of DBE Goal in IFB/contract (23CFR635.107)	12.6.5 / 17.4
x	--	--	- US DOL Minimum Wage Rates (23CFR635.309(f))	17.3.7
x	--	--	- OJT provisions included (23CFR230.111)	17.5
x	--	--	- Restrict bidders to VDOT Pre-qualified contractors	12.6.6
x	x	--	<ul style="list-style-type: none"> • Engineer's Estimate with cost summary 	12.6.7
x	x	--	<ul style="list-style-type: none"> • Complete set of plans 	12.6.7
x	--	--	<ul style="list-style-type: none"> • Environmental conditions and commitments documented (23CFR635.309(j)) 	15.2
x			<ul style="list-style-type: none"> • Specifications include written instructions for constructing the project (23CFR630.205(b)) 	N/A
x	x	--	<ul style="list-style-type: none"> • Signed Mylar Title Sheet⁶ 	12.6.7
x	--	--	<ul style="list-style-type: none"> • FHWA Certification (Appendix 12-B) 	12.6.7

X	--	--	• Evidence of Public Hearing, notice, or Willingness	12.6.7
X	--	--	Receive Construction Advertisement Authorization from VDOT	12.6.7
X	X	--	Advertise 21 days & maintain supporting documentation ⁷ (23CFR635.112)	12.6.8
			<i>Bid Analysis & Award</i>	
X	X	--	Publicly read bid-opening & maintain supporting documentation	12.6.9
X	--	--	Ensure selected responsible, low-bid contractor is not de-barred from federal work (49CFR29)	12.6.6
X	--	--	Unit prices do not vary significantly from engineer's estimate (23CFR635-114)	12.6.9.2
X	--	--	Bid not mathematically unbalanced (23CFR635.114)	12.6.9.2
X	--	--	Materials not significantly unbalanced (23CFR635.114)	12.6.9.2
X	--	--	DBE participation meets goal (49CFR26)	17.4.5
X	X ⁸	--	Concurrence to Award Request (Project Award Submittal Package)	12.6.9.2
X	X ⁹	--	Receive Concurrence to Award from VDOT	12.6.9.3
X	X	X	Create Project Profile ¹⁰	13.1.4.2

¹ CTB Policy on Bicycle / Pedestrian Accommodations must be considered and submitted for all state-aid projects; a complete scoping report is required for any federal-aid project.

² Federal-aid projects on locally maintained roads do not require design waiver; AASHTO is minimum standard

³ As determined by Project Complexity / Risk

⁴ R/W Certification Approval is only required for federal-aid projects and when underlying fee ownership of R/W will be transferred to VDOT. Otherwise R/W Plan Review will be performed only ensure that appropriate R/W is acquired to meet future highway maintenance needs

⁵ PS&E Package is reviewed in Central Office for federal-aid projects; state-aid only are reviewed in District

⁶ Mylar must include VDOT signature blocks for federal-aid projects

⁷ State-aid projects may be advertised less than 21 days in accordance with VPPA

⁸ State-aid Formula-funded projects; Concurrence for Revenue Sharing and Access Projects is not required; prior authorization through CTB action to allocate the funding

⁹ For projects 2 million or less, Concurrence provided by VDOT Commissioner; over 2 million the Commonwealth Transportation Board provides concurrence

¹⁰ Required for projects funded with "formula" funds; NOT required for Revenue Sharing, Access or Enhancement projects



Project Management Procedure

SUBJECT: PREPARE FOR ADVERTISEMENT, CONTRACT AWARD, NOTICE TO PROCEED AND PRE-CONSTRUCTION MEETING	NUMBER: PMO-9
RESPONSIBILITY: PROJECT MANAGER	EFFECTIVE DATE: July 1, 2008
	SUPERSEDES:
PMO DIRECTOR APPROVAL: <div style="text-align: right; margin-top: 10px;"> <i>Original with signature on file in Project Management Office</i> James S. Utterback, PMP PMO Director </div>	

TASK:	Prepare for Advertisement
PURPOSE:	This procedure outlines the actions required to move a project from the Pre-Advertisement Conference to the Pre-Construction Meeting. The Project Manager is responsible for guiding the project through the processes associated with PS&E submission, advertisement, contract award and execution.
STEPS:	<ol style="list-style-type: none"> 1. Address and coordinate a resolution to all comments and concerns identified at the Pre-Advertisement Conference (PAC). Refer to the Cutoff Guidelines for further information and details. 2. Address and coordinate a resolution to all FHWA comments and concerns identified at the PAC. 3. Verify Programming Division requests the assignment of the Federal Number for Federally funded projects. 4. Verify all revisions to the plans, including all subsets, are completed along with the disposition of comments received (acceptance, rejection or modification) and are made in writing to each discipline involved in the Pre-Advertisement Conference. 5. Verify the Area Construction Engineer has been given the correct amount of information in order to develop the Final CEI budget dollar amount to include but not limited to: <ul style="list-style-type: none"> ▪ Complete set of construction plans.

	<ul style="list-style-type: none"> ▪ Copy of TRNS.PORT estimate. ▪ Dates for planned start and finish of construction. ▪ Baseline construction schedule ▪ Estimates from district divisions providing support during construction (Environmental, R/W, etc.) <p>6. Coordinate with the Lead Design Engineer that the complete plan assembly is available to the Plan Coordination Section along with any required forms (LD-406, LD-426), any special contract language, specifications, special provisions or copied notes (all reviewed by the State Specifications Engineer), the Final CEI budget and the TRNS.PORT estimate.</p> <p>7. Verify Plan Coordination Section comments are incorporated into the plans.</p> <p>8. Verify with Lead Design Engineer that plans are complete, are tiffed and available in Falcon Web Suite.</p> <p>9. Certify to the District Location and Design Engineer via (LD-406) that the plans are complete and correct. Verify the District Location and Design Engineer submits the Certification for Plan Correctness (LD-406) to the Plan Coordination Section for the State Location and Design Engineer. For locality managed projects the District Preliminary Engineer submits the Certification.</p> <p>10. Submit the PM-130 to the District Environmental Manager for Environmental Certification and PS&E Re-evaluation.</p> <p>11. Verify in CEDAR the Environmental Division transmits the NEPA environmental documents to the Scheduling and Contract Division.</p> <p>12. Verify the Rail Section transmits necessary railroad agreements to the Scheduling and Contract Division.</p> <p>13. Verify Environmental Division completed Environmental Certification and Verifications and Plan Coordination Section secured all signatures on the Title Sheet.</p> <p>14. Verify Scheduling and Contract Division completed contract documents (electronic proposal) for the Biddability Review and made them available electronically at \\Coelm\vdotpublicfolders\constPublic\Proposals.</p> <p>15. Post Biddability team report in iPM. (Refer to Road Design Manual)</p>
--	---

[section 2G-10](#) for details)

16. **Verify Scheduling and Contract Division revises contract documents** per Biddability review.
17. **Complete [Final Scoping Certification](#)** form (PM-131) stating the project is within the original scope or provide documentation concerning deviations.
18. **Notify Plan Coordination Section** via [PM-150](#) that the Advertisement plans are available on the Falcon Web Suite.
19. **Verify Plan Coordination Section completes their review of the plans** and notifies the Scheduling and Contract Division of the availability of the Advertisement Plans.
20. **Close Plan Submission** task (72X) in the Project Schedule.
21. **Verify the Right of Way and Utility Division submits releases** to the Scheduling and Contract Division.
22. **Verify the Scheduling and Contract Division submits the complete PS&E package** to the FHWA.
23. **Verify advertisement** of project. Change project status to ‘Advertised’ in the Project Pool.
24. **Verify award of project**; if not awarded verify quantities and unit prices and coordinate with Scheduling and Contract Division for re-advertisement. Contract milestones such as the fixed completion date must be evaluated prior to re-advertisement. Change the project status to ‘Awarded’ in the Project Pool.
25. **Verify Contract is Executed** by form C-7 and Notice to Proceed (NTP) is issued by either copied note or by letter to the contractor. Upload documentation into iPM. Add ‘Construction Started Date’ (C-5 data) to the Project Pool for all State Funded projects. Change the project status to ‘Construction Started’ in the Project Pool.
26. **At the contract execution stage handoff the project to the Construction Project Manager**, set-up a meeting to review all associated contract documents, the budget for the project to include the CEI budget and any known risks. During the delivery phase the Project Manager from the development phase transitions to a team member to support the

	<p>Construction Project Manager. The District PMO documents the new Project Manager in iPM and adds the former Project Manager as a Team Member on the project.</p> <p>27. Verify the District PMO assigns new Project Manager in iPM. The former PM is added as a Team Member.</p>
<p>TOOLS AND RESOURCES:</p>	<ul style="list-style-type: none"> ▪ Final Scoping Certification (PM-131) ▪ Environmental Certification and Reevaluation at PS&E (PM-130) ▪ Certification of Plan Correctness (LD-406) ▪ Plan Coordination Submittal (LD-402) ▪ Advertisement Plans Submission Notification (PM-150) ▪ Distribution of Approved Plans (LD-364) ▪ Pavement Data for Federal Aid Interstate and Primary Projects (LD-426) ▪ No Plan and Minimum Plan Quantity Support Report (C-99) ▪ Cutoff Dates Guidelines ▪ Cutoff Dates ▪ Concurrent Engineering Process ▪ Road Design Manual section 2G-10 – Biddability Review ▪ Quality Control Checklist ▪ TRNS.PORT ▪ CEDAR ▪ iPM & User’s Guide ▪ Project Change Control Form (PM-102) ▪ Risk Management Form (PM-103)
<p>DELIVERABLES</p>	<p>1. Project Advertised and Contract Executed.</p>
<p>DELIVERABLE SAMPLES</p>	<ul style="list-style-type: none"> ▪ Form C-7
<p>DESCRIPTION</p>	<p>Preparing for Advertisement begins once the Pre-Advertisement Conference (PAC) occurs. All revisions resulting from the Quality Control Review, Constructability Review and the Pre-Ad Conference must be completed so that the Plan Coordination Section can complete their review. The Final Construction Engineering and Inspection (CEI) budget must be transmitted to the Project Manager from the Area Construction Engineer. Any special contract language and all specifications, special provisions and copied notes and the proposed Critical Path Method (CPM) schedule must be transmitted to the Project Manager. The Biddability Team completes a review to ensure that contract documents agree with the plans, specifications and special provisions. Plan Coordination Section completes a review of the plans for completeness and notifies the Scheduling and Contract Division of the availability of the plans. Additionally, the Plan Coordination Section begins processing the Title Sheet for approval and submits</p>

to Programming Division to prepare the Funding Verification (PD-4). The Project Manager submits or verifies submittal of the following to the Plan Coordination Section in accordance with the Contract Processing Cut off Dates:

- A. Original Title Sheet and all other original title sheets (Structure & Bridge, Environmental, etc.) for signatures approving the project for construction.
- B. Form [LD-426](#) (Federal Aid Interstate and Primary Projects), if applicable
- C. Form C-99 (Minimum and No Plan Projects), if applicable
- D. Soil Analysis and Pavement Design
- E. Pre-Advertisement Conference Report
- F. TRNS.PORT Detail Cost Estimate
- G. [LD-406](#) Certification of Plan Correctness

The Environmental, Right-of-Way and Utility Divisions submit releases to the Scheduling and Contract Division. The complete PS&E assembly is submitted by Scheduling and Contract Division to FHWA. Once approved by FHWA the project is ready for Advertisement, Award, and the Pre-Construction Meeting scheduled.

The Project Manager is responsible for ensuring that the project status in the Project Pool corresponds to the current phase in the project's progression (Advertised, Awarded, etc.). It is also the Project Manager's responsibility to enter the Construction Start and Construction Completed dates (C-5 data) for all State Funded projects in the Project Pool.

Although not directly responsible for reviewing and approving the package during most of the Pre-Advertisement phase the Project Manager is responsible for facilitating the process to minimize delays and address concerns as they arise during this review and approval process.