

7. District Survey Manager is responsible for reviewing and obtaining the Project Managers notice to proceed (NTP). NTP will be forwarded to the State Survey Program Manager. Project Managers will provide an open activity for the task assignment and must keep it open for the duration of the work. **[email]**

8. State Survey Program Manager is responsible for reviewing and giving final NTP to the Consultant.
 - a. NTP will be given by email first. **[email]**
 - b. A formal letter will be provided by US mail service to the Consultant. **[letter]**

9. Consultant will track each task request and provide reports to the Department as requested. **[email]**

10. If NTP is not received by the Consultant within 2 weeks of submittal, the Consultant will email CO and the District requesting the status of the assignment. **[email]**

11. District Survey Managers will review the work for conformance with task request and meets the requirements outlined in the Survey Manual. District Survey Manager will notify the consultant and CC the State Survey Program Manager that the task has been completed ,reviewed, and submitted per Sec. 1.08 so the task assignment can be closed.**[email]** [◇]

Sec. 1.03 Working Hours

Unless otherwise approved by the District Administrator, normal VDOT survey personnel working hours are from 8:00 a.m. to 4:30 p.m., including one-half hour for lunch. These working hours may vary and be dependent upon extenuating circumstances in certain areas of the state. An example might be that survey personnel may be forbidden to work within the interstate right-of-way during rush hour traffic according to District policy for safety considerations.

The Survey Party Manager (Land Surveyor) shall leave at the office in which he has his headquarters a note as to where he and the survey party will be working each day.

◇ March 3, 2014