

## ELECTRONIC PLAN COORDINATION REVIEW FOR NO-PLAN PROJECTS

According to the No-Plan Cutoff Dates Schedule – **Column 1**, when No-Plan Documents Assembly is ready for Plan Coordination Review, **the following is the Project Manager's responsibility:**

- to ensure that the project cost estimate and the estimate as shown in iPM are current
- to ensure that the original signed No-Plan Title Sheet is submitted to Plan Coordination Section; the complete Federal Project Number must be on the title sheet, if applicable
- to ensure that the complete plan assembly is submitted to the Plan Coordination Section in accordance with cut off schedule. This submittal will consist of a paper copy of the traditional “No Plan Title Sheet” which has been signed by the district for funding verification and by the Responsible Person (first two signatures required). The complete submittal will also be provided electronically in PDF format. On the second page of the electronic no plan assembly will be a “signing and sealing sheet”. The original electronic submittal will have this sheet signed and sealed by the same engineer that signed the paper copy of the title sheet. (Additional Engineers seals may be placed on this sheet if applicable to the work contained in the assembly)
- to ensure that the complete plan assembly and required documents are electronically submitted the Plan Coordination Section either by email or uploaded to iPM (with notification sent to Plan Coordination Section) for UPC # for Plan Coordination Review:
  - LD406NP (Certification of Plan Correctness Form) - signatures and PM-130 (RW QC and Environmental Re-evaluation -or- Environmental Certification and Document Re-evaluation at PS&E) submission date are required on this form
  - LD426 (Pavement Data for Federal Aid Interstate and Primary Projects Form), if applicable
  - C99 (No Plans and Minimum Plan Quantity Support Report), if applicable
  - The Soil Analysis and Pavement Design, if applicable
  - final special contract language, specifications, project specific special provisions or copied notes
  - CEI (Construction Engineering & Inspection) Budget
  - proposed CPM (Critical Path Method) Schedule w/Schedule Narrative
  - CTDR (Contract Time Determination Report)
  - any pertinent information pertaining to the project
  - PM-100 (Field Review and Scoping Report)
  - TRNS\*PORT Detail Cost Estimate (**email only**)
- to ensure that the following information is filled in the Project Pool:
  - Sponsor
  - Project Purpose
  - Under Schedule/Estimates – Construction's (CN) Start and End dates
- to ensure that Tasks 71, 71c and 72 have been set on the Project Schedule in iPM
- to ensure that the Public Involvement Process is completed and appropriate documentation is uploaded into iPM (for additional information, click

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Public%20Involvement%20Manual/Public-Involvement-Manual.pdf>

- When S&CD has completed building the proposal (there may or may not be engineering changes to the no plan assembly during this period) the final proposal is posted for the District's bid ability review. If no engineering changes have been made to the assembly (either by S&CD or by the district) as a result of the bid ability review the project will proceed to advertisement.
- The way the title sheet will appear in the final published proposal is the same as it does now, with the signatures of all parties typed in on the No Plan Title Sheet. On the "signing and sealing sheet" the name of signer, license number, signature date and company logo will be typed in and the notation that a copy of the original signed and sealed sheet is available from the L&D Plan File Room.
- If there are no engineering revisions during the advertisement period, the original record set submitted will be the final record set (that went into the contract) in the Plan File Room.
- There are two possible variations on the above: one would be engineering changes during the proposal building period or engineering changes during the advertisement period. If either of these situations occurs the no plan assembly would need to be re-signed and re-sealed and the previous record set in the Plan File Room replaced.
- If either of these scenarios occurs it will be S&CDs responsibility to insure that the final version of the no plan assembly that goes into the contract is signed and sealed and provided to L&D for the record set. To accomplish this S&CD will request the designer to submit a revised signed and sealed no plan assembly to the Plan Coordination Section to replace the earlier version. This submittal will come simultaneously to the Plan Coordination Section and to S&CD for incorporating into the formal revision or into the contract depending at what stage this occurs.

**The following is the Plan Coordination Section's responsibility:**

- to submit the documents/construction plans to the Assistant to review the project for construction approval, if applicable
- When construction approval is received; notify the Project Manager and the Responsible "Person" Engineer to get the 2<sup>nd</sup> sheet of the No-Plan Assembly sealed and signed
- to process the LD402 (Completed Plans for Contract Development Form) when the Review and Quality Check has been completed and email it to the appropriate parties on the distribution list (This will be the notification to the Scheduling and Contract Division that the project is ready for their review)
- to submit the original LD402, along with the No-Plan Documents Assembly, to Scheduling and Contract Division (At this time, the Actual Start Date for Task 71 will be entered into iPM by Plan Coordination Section)
- if Construction No-Plan Project, to submit the No-Plan Title Sheet to Programming Division when the original signed LD406NP and No-Plan Title Sheet are received in Plan Coordination Section
- if Maintenance Federal Funded Project, to submit the No-Plan Title Sheet to Programming Division when the original signed LD406NP and No-Plan Title Sheet are received in Plan Coordination Section

- if Maintenance State Funded Project, to submit the No-Plan Title Sheet to Maintenance Division when the original signed LD406NP and No-Plan Title Sheet are received in Plan Coordination Section
- to archive the sealed and signed record set of the no plan assembly in the Plan File Room Environment of Falcon
- Plan Coordination will route the paper copy of the Title Sheet for other required signatures
- Once Plan Coordination obtains the remaining signatures on the paper copy of the No Plan Title Sheet a copy of the signed Title Sheet will be sent the Project Manager
- When all signatures are obtained Plan Coordination will submit the original paper copy of the signed title sheet to Scheduling & Contract Division (S&CD) who will type the signatures on the No plan Title Sheet
- to upload the Final No-Plan Assembly Proposal to the Plan File Room Environment of Falcon upon receipt

**Please add Debbie Wood and Brenda Light as team members in IPM**