

Prospective bidders may be required to attend the Project Showing as a prerequisite for submitting a bid proposal for "No Plan" and "Minimum Plan" projects. When attendance is required, prospective bidders must register with the Engineer at the project showing and all attending parties are to be noted in the project showing letter. The Area Construction Engineer or Construction Manager and the Project Inspector must also attend the project showing. The Field Narrative will indicate if attendance is required.

## **PROJECT LAYOUT**

If deemed necessary by the District **Engineer/Administrator** or District Construction Engineer, marked stakes shall be established showing the approximate depth at centerline of major fills and cuts which exceed 4 feet and/or other areas as required. Marked stakes shall be in place at the time of the Project Showing.

Survey work for "Minimum Plan" projects should normally be performed in accordance with the VDOT Survey Instructions Manual or as otherwise determined by the District **Engineer/Administrator** or District Construction Engineer. The designer should determine in the early stages of the plan development where additional survey is needed in order to alleviate any major problem during construction. For entrance profiles on "Minimum Plan" projects see [Appendix "F" – Section 4 – Entrances Affected by Highway Construction Projects](#).

## **INSPECTION AND RECORD KEEPING**

Close coordination between the Project Inspector and the Contractor is necessary to assure the success of the "No Plan" and "Minimum Plan" concepts.

One loose leaf notebook is normally necessary on a "No Plan" or "Minimum Plan" project for use as a combination diary, materials book, and sketch book provided that electronic versions of these materials are not available.

Alignment and sketches may be entered in accordance with standard procedures or, where feasible, small sketches may be glued into the notebook to properly indicate the work performed.

---

\* Rev. 7/15