

### Sec. 1.02.3 Consultant Assignments <sup>◇</sup>

VDOT has Survey and SUE primes consultants available for obtaining services in the surveying and subsurface utility engineering fields. These services are requested through task assignments. Each consultant is responsible for obtaining Falcon Access for each task assignment. The task assignment process is outlined below.

#### **[Represents communication protocol to be used]**

- Use the UPC first in the subject line of the email.

1. Assignments are initiated at the district or CO level by the Project Manager or other personnel and sent to the District Survey Manager or State Survey Program Manager (CO). **[LD forms and email]**
2. The District Survey Manager will contact the State Survey Program Manager with the project information so a prime can be assigned. Information includes: scope of work, UPC#, activity code, Agency One Use code, PM name and contact number, due date, and notice if any consultants have already been on the job. If aerial photography is necessary, the State Photogrammetrist will be contacted prior to assignment to a consultant. **[email]**
3. The State Survey Program Manager will assign a prime to the task based on the information provided by the district that best fits the Departments business needs. Consultants that have prior involvement on the job will be reassigned to the job when available. **[email]** {Time to return:} <=1 business day in general.
4. The District Survey Manager will contact the Prime assigned for an estimate based on the scope information. **[email]**
5. The Prime will complete an estimate based on the information provided. The following items should be included in the final estimate: {Time to return:} 5 days by contract
  - a. Narrative letter – includes a detailed scope, VDOT responsibilities (if any), contract MOA date with term, schedule, and deliverables.
  - b. Distribution of Man-hours in spreadsheet format –
  - c. Fee Calculation work sheet – Limit to 1 page.
  - d. Project limits provided by the Department –Sketches, maps, written documentation
  - e. Attachments – Should be used for sub consultant’s services.
  - f. Any additional documentation if relevant to the task.
6. Prime submits copy of estimate to the District Survey Manager. The State Survey Program Manager will be cc’d with all correspondence. **[email]** Do not send color files unless Department requests.

---

<sup>◇</sup> March 3, 2014