

SECTION 2G-7-PRE-ADVERTISEMENT MEETING

PRE-ADVERTISEMENT MEETING

The Pre-Advertisement Meeting is an inter-disciplinary team milestone that allows managers from different disciplines to review the final plans. When plans are adequately complete and within a reasonable proximity to the advertisement date (approximately 90 days prior to submission to the Scheduling and Contract Division), the Project Manager will schedule a Pre-Advertisement Meeting. All concerned parties are advised of time and location. The Project Manager will inform all parties of the location, in Falcon, of the plans and how prints can be obtained. The EEO Manager is to always be invited to the Pre-Advertisement Meeting.

While the Scheduling and Contract Division Engineer is generally advised of this meeting by copy of the notification memorandum, the appropriate Scheduling and Contract Division person is to be contacted by the respective project manager to see if he/she plans to attend the meeting or send a representative. The project file is to be documented accordingly.

The meeting is held to determine if right of way and utilities will be cleared in time for the scheduled construction advertisement, to review maintenance of traffic during construction and items to be provided therefore, to discuss [sequence of construction](#), time of construction, special provisions, and any other items pertinent to the anticipated advertisement of the project. The Project Manager shall write a report on the findings of the meeting and distribute copies to all concerned.

The Project Manager shall discuss the report with the appropriate Scheduling and Contract Division person and obtain agreement or suggested revisions. This is done by the Local Assistance Division, on applicable projects, prior to their writing the report.

Following the Pre-Advertisement Conference the Environmental Division will conduct an Environmental Certification (Form EQ-103) on all projects to certify that all environmental activities are complete. A PS&E Re-evaluation (Form EQ-200) is conducted on the NEPA document when federal funds are used or when a federal action has occurred to verify that the scope and design are consistent with the NEPA document. . The [LD-442](#) Form must be completed and distributed by the Project Manager to the District Environmental Manager. This Form will initiate the EQ-103 and EQ-200 Forms. The District Environmental Manager will notify the Project Manager by email upon completion of this review. See Environmental Certification & Re-evaluation at PS&E Flow Chart:

<http://www.virginiadot.org/business/resources/PSEReevaluationFlowChart.pdf>