

## ELECTRONIC PLAN COORDINATION REVIEW

The procedure for the electronic Plan Coordination Review of all plans is described below. Consultants will need to provide VDOT with PDF files, MicroStation and GEOPAK files two weeks in advance of Plan Coordination Review. VDOT staff will continue to Generate Tif files using eQuorum Plotting. However, a process in the background will convert the TIF to PDF before the files are added to Falcon.

According to the Cutoff Dates Schedule – **Column 2**, when plans are ready for Plan Coordination Review, **the following is the Project Manager's responsibility**:

- to ensure that the other team members' plans are ready in Falcon/DMS DocMan for Plan Coordination Review
- to ensure that the project cost estimate and the estimate as shown in iPM are current
- to ensure that any necessary additions/corrections to the Index of Sheets are made
- to ensure that the Index of Files is created (Contact CADD Support Section's Help Desk for assistance)
- to ensure the note that reads "THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR CONSTRUCTION." is removed from all plan sheets
- the complete Federal Project Number must be on the title sheet, if applicable
- to ensure that "pdf" files are created for all "dgn" files and Generate Tif keyword is set to PLAN COORDINATION REVIEW (in-house staff only)
- to ensure consultants submit PDF files
- to ensure that all applicable sheets have **been** sealed and signed in accordance with division memorandums (**seal/sign blocks only**)
- to ensure that the Final R/W Acquisition Plats have been sealed and signed in accordance with division memorandums unless Right of Way is seeking a Conditional Certification
- to ensure that the CADD Support Section is notified that the "pdf" files have been done
- to ensure that the team members email the Bridge Form SB103 for Plan Coordination Review, if applicable
- to ensure that the Plan Coordination Section is notified that the electronic files for UPC # are ready for Plan Coordination Review and the required documents are submitted by email and/or uploaded to iPM:
  - LD406 (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 by the Cutoff Dates Schedule - **Column 4** (Draft submitted at Column 2)
  - Project Narrative
  - Bridge Form SB103, if applicable
  - C99 (No Plans and Minimum Plan Quantity Support Report), if applicable
  - The Soil Analysis and Pavement Design
  - 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)
  - Pre-Advertisement Conference Report
  - any pertinent information pertaining to the project

- TRNS\*PORT Detail Cost Estimate
  - LD436 (Quality Control Checklist)
  - PM-100 (Field Review and Scoping Report)
- 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 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>)
  - to ensure that the original signed LD406 is submitted to the Plan Coordination Section by the Cutoff Dates Schedule - **Column 4**
  - to ensure that the plans are sealed/signed by all parties when notified that the status has been set to seal/sign in Falcon by Plan Coordination Section (in-house staff only).
  - to ensure that the Final R/W Acquisition Plats are sealed/signed by the Land Surveyor when notified that the status has been set to seal/sign in Falcon by Plan Coordination Section (in-house staff only).
  - to ensure that the names and dates are typed in the signature blocks on the “dgn” title sheet and notify the Plan Coordination Section by email that the title sheet has been re-“pdf”ed after receipt of the Approval Letter (email)

NOTE: The Environmental Division will submit environmental documents and permits to the Scheduling and Contract Division. The Rail Agreement Section will submit any railroad agreements to the Scheduling and Contract Division. The Right of Way Division will submit utility and right of way releases to the Scheduling and Contract Division.

**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
- to have Final R/W Acquisition Plats moved to the Plan File Room Environment under R/W plans
- to review all plans in Falcon/Web Suite as listed on the Index Sheet and notify the Project Manager by email if any changes to the plans are necessary
- When construction approval is received; notify the Project Manager and the Responsible “Person” Engineer to seal/sign the applicable sheets
- to verify that all applicable plan sheets have been sealed/signed in accordance with division memorandums in the Plan File Room Environment
- to verify that the Final R/W Acquisition Plats have been sealed/signed in accordance with division memorandums in the Plan File Room Environment under R/W plans unless Right of Way is seeking a Conditional Certification
- to print the title sheet and obtain the required signatures for construction
- to submit the Title Sheet to Programming Division when the original signed LD406 is received in Plan Coordination Section

- 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 Project 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)
- to email the names and dates on the title sheet to the Project Manager after all signatures have been obtained for the title sheet

Scheduling and Contract Division can contact the Plan Library if additional copies are needed for parties who do not have access to Falcon/Web Suite

(See Road Design Manual, Chapter 2G, Section 2G-8 – PREPARATION OF PLAN ASSEMBLY FOR CONSTRUCTION for further information)

<http://www.extranet.vdot.state.va.us/locdes/Electronic%20Pubs/2005%20RDM/chap2g.pdf>