

## 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 Team 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 (first two signatures required) No-Plan Title Sheet is submitted to Plan Coordination Section; the complete Federal Aid Number must be on the title sheet, if applicable
- to ensure that the complete plan assembly and required documents are electronically submitted to the Plan Coordination Section either by email or uploaded to IPM (with notification sent to Plan Coordination Section) for UPC # for Plan Coordination Review:
  - Draft LD406NP (Certification of Plan Correctness Form) - signatures and PM-130 (old LD442) (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 Budget
  - proposed CPM Schedule w/Schedule Narrative
  - Contract Time Determination Report (CTDR)
  - any pertinent information pertaining to the project
  - PM-100 (old LD430) (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 Task 71 has 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>

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

- 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 Operations Planning 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 Asset Management Division when the original signed LD406NP and No-Plan Title Sheet are received in Plan Coordination Section
- to submit the original signed No-Plan Title Sheet to Scheduling and Contract Division after all signatures have been obtained for the No-Plan Title Sheet

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