

The construction baseline should generally follow the center of the existing roadway; however, minor relocation and alignment improvements (horizontal and vertical), roadway widening, and turn lanes may be accomplished. The geometrics should comply with the appropriate design standards. However, where it is impractical or not economical to obtain the minimum design and a design exception is required, permission shall be secured from the State Location and Design Engineer and, if applicable, from the State Structure and Bridge Engineer and/or Federal Highway Administration.

The VDOT Project Manager, with the assistance of the project team, determines the typical section and furnishes an estimate of quantities on the "Quantity Support Report" [Form C-99](#). Grading should generally be balanced and set up as a lump sum quantity. [Form C-99](#) should indicate an estimate of grading quantities, including anticipated waste quantities, to guide the Construction Division in preparing the construction cost estimate.

When borrow material is anticipated, "Borrow Excavation" is to be set up as a separate bid item in accordance with VDOT's [Road and Bridge Specifications](#). Borrow sources should be located and designated whenever possible in accordance with VDOT's [Road Design Manual Chapter 2E, Section 2E-1 - SOIL SURVEY AND PAVEMENT DESIGN](#).

A unit price for extra excavation is to be established by the District Administrator's staff and entered on [Form C-99](#) for inclusion in the contract assembly by the contract section.

The Project Manager is responsible for coordinating utility field inspections with the District Staff and preparing the field inspection reports. The District [Engineer/Administrator's Staff](#) is responsible for determining utility conflicts, method of adjustment, cost responsibility and for obtaining and forwarding all plans and estimates from utility owners to the District [Engineer/Administrator](#) (District Utilities Engineer) for approval and authorization. The District [Engineer/Administrator](#) (District Utilities Engineer) will then forward a copy of the approval and authorization letter to the Project Manager to be placed in the project.

The Project Manager or Responsible Charge is also responsible for notifying the District [Engineer/Administrator's Staff](#) (District Utilities Engineer) in writing, no later than 60 days prior to the advertisement of the project, that all arrangements have been made with the utility owners to relocate or adjust the utilities prior to or in conjunction with the project construction.

The Central Office Location and Design, Utilities Section will obtain any necessary FHWA authorization for utility work and will furnish utility clearances and estimates to the Construction Division for contract projects with federal funding. If no known utilities and/or railroads are involved, the plans will contain a note so stating.

The District [Engineer/Administrator's Staff](#) is responsible for the district project funding confirmation for "No Plan" Construction and Maintenance projects and shall sign the "No Plan" Title Sheet. For all other required signatures and Sealing and Signing, see the "No Plan" Title Sheet and Sealing and Signing Sheet, which can be found in Falcon DMS under the eng_ser directory, subfolder for "No Plan".

* Rev. 7/15