

# Regional On-Call Contract Process DRAFT 06/18/13

Developed by Traffic Engineering Division – VDOT

## 1. New Regional Contract Guidance

1. Review and define scope with regions
2. Regional Contract Development Process

## 2. Initiate Regional Contract in Pool/iPM

1. Develop 3-year needs estimate
2. Establish geographic scope
3. Establish pay item quantities
4. Develop using Tier 1 status IIM-LD-249
5. Initiate UPCs for regional contracts in Project Pool
6. Assign permanent UPCs

## 3. Prepare Regional Contract Bid Documents

1. Input projects and quantities into Trns-port
2. iPM Project Narrative
3. Initiate entry into CEDAR
4. Request Row
5. Complete Fed Criteria Sheet
6. Willingness to hold a public hearing
7. Assemble contract documents
8. Value engineering review
9. Prepare and sign titlesheet
10. LD406-NP

## 4. Submit Regional Contract Documents

1. Upload assembly docs
2. Mail original title sheet & signed LD406-NP to S&C
3. Update PCES with Trns\*port estimate
4. Transfer project to S&C – upload forms into iPM (L&D)
5. Update iPM as required

## 5. Advertise Regional Contract

1. Finalize proposal documents for advertisement & letting (S&C)
2. Update project status in Pool to "Advertised" (S&C)
3. Receive bids (S&C)
4. Award project (S&C)
5. Update PCES with award amount

## 6. Contract Renewal

1. Contract renewal decision
2. Re-advertise and adjust UPC funding if not renewed

### KEY

District/Region Activity

Central Office Activity

DRAFT

# Task Order Process DRAFT 06/18/13

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