



Project Management Procedure

SUBJECT: PRE-ADVERTISEMENT CONFERENCE	NUMBER: PMO-8.2
RESPONSIBILITY: PROJECT MANAGER	EFFECTIVE DATE: July 1, 2011
	SUPERSEDES: PMO-8.1
STATE LOCATION AND DESIGN ENGINEER APPROVAL: <u>Original with signature on file in Project Management Office</u> _____ State Location and Design Engineer	

TASK:	Schedule and Conduct Pre-Advertisement Conference
PURPOSE:	The Pre-Advertisement Conference (PAC) team meeting is an inter-disciplinary milestone for the project team to review the final plans, bid documents and make any minor adjustments.
STEPS:	<ol style="list-style-type: none">1. Provide leadership and management necessary to verify tasks are completed on schedule and the project budget is within the allocated funding in preparation for the PAC.2. Verify PAC plans are distributed to appropriate team members.3. Secure site for the meeting. Facility requires sufficient space to review the plans.4. Identify and invite the necessary Team Members/Stakeholders to the meeting.5. Develop the meeting agenda to discuss scope, schedule and budget. Resolve any issues or open actions that would impact the submission of the plans to Scheduling and Contracting and the subsequent advertisement date. Communicate environmental commitments and update lessons learned through this milestone.6. Confirm Request for Special Provisions has been submitted to Scheduling and Contract Division and verify anticipated completion date.

	<p>7. Conduct PAC for final review and determination of minor adjustments to the project documents before advertisement.</p> <p>8. Complete PAC Team Meeting report and upload into iPM.</p> <p>9. Close PAC Team Meeting task (71X) and PAC Constructability Review task (71C) in the project schedule.</p>
TOOLS AND RESOURCES:	<p>Project Development Process</p> <p>Final Design & ROW Acquisition Phase</p> <p>iPM & User's Guide</p> <p>iSYP & User's Guide</p> <p>Project Schedule & User's Guide</p> <p>Project Pool & User's Guide</p> <p>Project Tasks and Scheduling Guidelines</p> <p>Comment and Resolution Sheet</p> <p>Concurrent Engineering Constructability Review Guidelines</p> <p>Project Management Body of Knowledge (PMBOK Ch. 10)</p> <p>VDOT Project Management Development Program Courses</p> <p>Cut-off Guidelines</p> <p>TRANSPORT</p> <p>Environmental Certification and Document Re-evaluation at PS&E (PM-130)</p> <p>Pre-Advertisement Conference Team Meeting Report</p> <p>Project Change Control Form (PM-102)</p> <p>Risk Management Form (PM-103)</p>
DELIVERABLES:	1. PAC Team Meeting Report
DELIVERABLE SAMPLES:	PAC Team Meeting Report
DESCRIPTION:	<p>Based on District workload and local direction, on a project by project basis, the Project Manager communicates to the Team Members when the required final Quality Control Reviews and Constructability Reviews are planned to be held. The completion of the plans, estimates, specifications, special provisions and copied notes and the subsequent quality control and constructability reviews of these items are the final steps in the plan development process. The review of the plans includes all plan subsets including highway, bridge, structure, utility, landscaping, noise wall, mitigation, signs, signals and lighting plans, including all special design drawings, details and summaries. All design work and functional certifications of completeness are completed before these reviews begin. All plans are tiffed to the Falcon Web Suite (Select Current Drawings) prior to these reviews. The Project Manager provides all team members the date by which all plan work must be completed so that these</p>

reviews can be held, by providing activity dates for Hydraulic Review for Construction/PAC, Final Landscaping Plans, Compensatory Mitigation Design, Final Traffic Control Device Plans, Retaining Structure Plans, Final Bridge Plans, and Plan Design/PAC in the Project Schedule. Adequate notice is given to provide a thorough review, comment submission and comment resolution prior to the scheduling of the PAC. District specific guidelines can be developed for this process as long as the PAC is completed by the corresponding date in Column 1 of the [Cut-off Dates for Advertisement](#).

When plans are adequately complete and within a reasonable timeframe to the advertisement date, the Project Manager schedules a PAC. The PAC Team Meeting Report is referenced for potential invitees and all concerned parties are advised of time and location. The Project Manager informs team members and stakeholders that the plans are available in Falcon.

The PAC Meeting objective is to verify that right of way, utilities, and environmental permits are cleared, 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 completes the [PAC Team Meeting Report](#) on the findings of the meeting and makes available to all team members and stakeholders.

Following the PAC the Environmental Division conducts 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 [Environmental Certification and Document Re-evaluation at PS&E \(PM-130\)](#) must be completed and distributed by the Project Manager to the District Environmental Manager. This Form initiates the [EQ-103](#) and [EQ-200](#) Forms, and the District Environmental Manager notifies the Project Manager by email upon completion of this review. See [Environmental Certification & Re-evaluation at PS&E Flow Chart](#).