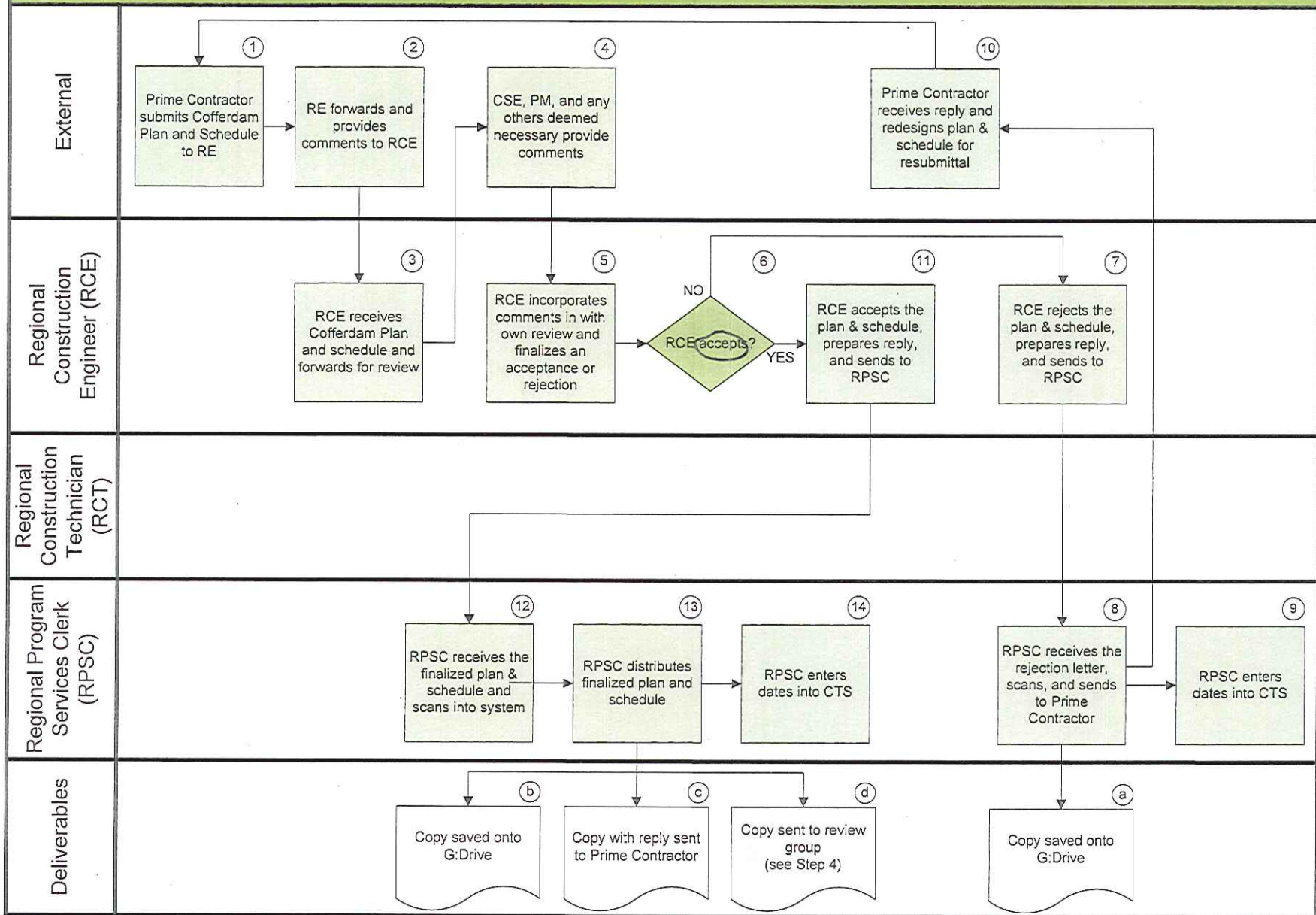


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# Cofferdam Design Submittal Process



**Cofferdam Plan Submittal Process**  
**Work Instructions**

Revision Date: April 19, 2012  
Revision No: 1  
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Prime Contractor submits Cofferdam Plan and Schedule to the Resident Engineer (RE)	CSPa	Prime Contractor submits Cofferdam Plan and Schedule to the RE with three additional copies	RE should remind the Prime Contractor that the submittal must be approved before this Item can be worked on
2. Resident Engineer (RE) forwards and provides comments to the Regional Construction Engineer (RCE)		RE forwards and provides comments to the RCE	
3. Regional Construction Engineer (RCE) receives Cofferdam Plan & Schedule and forwards for review		RCE receives Cofferdam Plan & Schedule and forwards for review to the Construction Structures Engineer (CSE), Project Manager (PM), & any others deemed necessary and states deadline for comments to be returned	
4. Construction Structures Engineer (CSE), Project Manager (PM), and any others deemed necessary provide comments		CSE, PM, and any others deemed necessary provide comments	Possible reviewers might be the PM, Construction Safety Officer (CSO), or anyone the Regional Construction Engineer (RCE) deems necessary
5. Regional Construction Engineer (RCE) incorporates comments in with own review and finalizes an acceptance or rejection		RCE incorporates comments in with own review and finalizes an acceptance or rejection for the contractor	RCE must check to make sure that the plan is stamped by a Licensed Professional Engineer (PE)
6. Regional Construction Engineer (RCE) accepts?		If Yes, go to Step 10 If No, got to Step 7	
7. Regional Construction Engineer (RCE) rejects the plan & schedule, prepares reply, and sends to Regional Program Services Clerk (RPSC)	CSPa	RCE rejects the plan & schedule, prepares reply, and sends to RPSC	
8. Regional Program Services Clerk (RPSC) receives the rejection letter, scans, and sends to Prime Contractor		RPSC receives the rejection letter, scans, and sends to Prime Contractor	
9. Regional Program Services Clerk (RPSC) enters dates into Construction Tracking System (CTS)	CSP1	RPSC enters date plan received and date of rejection into CTS	
10. Prime Contractor receives reply and redesigns plan & schedule for resubmittal		Prime Contractor receives reply and redesigns plan & schedule for resubmittal	

## Cofferdam Plan Submittal Process

### Work Instructions

Revision Date: April 19, 2012

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
11. Regional Construction Engineer (RCE) accepts the plan & schedule, prepares reply, and sends to Regional Program Services Clerk (RPSC)		RCE accepts the plan & schedule, prepares reply, and sends to RPSC	
12. Regional Program Services Clerk (RPSC) receives the finalized plan & schedule and scans into system		RPSC receives the finalized plan & schedule and scans into system	
13. Regional Program Services Clerk (RPSC) distributes finalized plan and schedule		RPSC distributes finalized plan and schedule	
14. Regional Program Services Clerk (RPSC) enters dates into Construction Tracking System (CTS)	CSP1	RPSC enters date plan received and date of acceptance into CTS	If this is the acceptance of a resubmitted plan this date will be entered into CTS as well
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive		Copy saved onto G:Drive	
b. Copy saved onto G:Drive		Copy saved onto G:Drive	
c. Copy with reply emailed to Prime Contractor		Copy with acceptance reply emailed to Prime Contractor	
d. Copy emailed to review group (see Step 4)		Copy emailed to Regional Construction Engineer (RCE), Resident Engineer (RE), Construction Structures Engineer (CSE), Project Manager (PM), and Construction Headquarters	



**Vermont Agency of Transportation  
Program Development Division  
Construction Section**

**Check List: CSP1 – Entering Dates Into Construction Tracking System (CTS)**

**Revision Date:** April 19, 2012

**Revision No:** 1

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1. Log in to CTS
2. Click on "CONTRACT"
3. Click on Find Contract (highlighted in yellow) and choose appropriate project
4. Click on "Schedules" tab
5. Tab to Cofferdam Design and fill in date fields with actual date received, tab and choose approved/denied, then tab again to the "Date" field and enter the actual date of the acceptance/approval letter and click on save in the upper left hand corner
6. If the cofferdam design is denied you will have to track it until it is resubmitted by the contractor and accepted/approved and then follow step 4 above.

The screenshot shows the 'Construction Tracking System - [Contracts]' window. The 'Find contract' button is highlighted in yellow. Below it, the 'Schedules' tab is selected. The form contains several date fields and dropdown menus for tracking project progress and approvals. The 'Cofferdam design' row is circled in red, and the 'Approved' dropdown is also circled in red.

	Received Date	Approved/Denied	Date	Resubmitted Date	Approved Date
Progress schedule:			4/27/2000		
Erosion control schedule:					
Temporary bridge plan:					
<b>Cofferdam design:</b>	★	★	★		★
Permission to work early:					
Permission to work late:					
Material supply area:					

-Any issues encountered with CTS, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Laurie Bean, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation  
Program Development Division  
Construction Section**

**Check List:** CSPa – Cofferdam Submittal Possible Issues & Resolutions Spreadsheet

**Revision Date:** April 19, 2012

**Revision No:** 1

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	Possible Issue	Resolutions	Points of Interest
1.	The Cofferdam plan and schedule is not accepted prior to scheduled installation	1. Regional Construction Engineer (RCE) can allow installation to begin with the condition that no people are permitted to enter the cofferdam until acceptance.	Resident Engineer (RE) shall keep close attention to work being performed to assure that Prime Contractor follows stipulation until acceptance.
2.	Prime Contractor does not submit the cofferdam plan and schedule	1. It is required by the contract every time that item is included. It may be the task of the Regional Construction Engineer (RCE) or Resident Engineer (RE) to ensure that the cofferdam plan and schedule is submitted.	