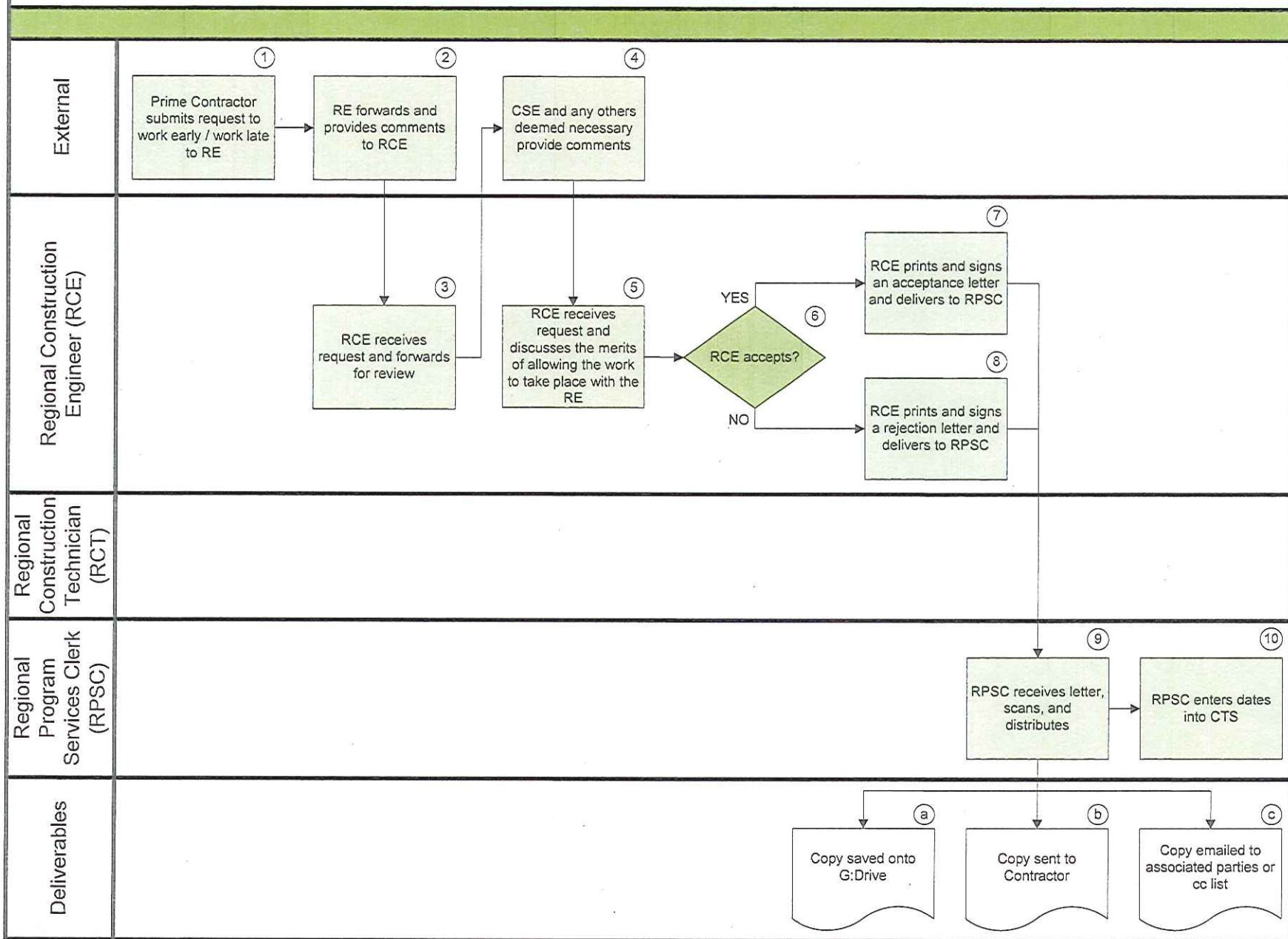


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# Work Early / Work Late Process



## Work Early / Work Late 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 request to work early / work late to Resident Engineer (RE)		Prime Contractor sends written request to RE for work to be performed before April 15th or work to be performed after December 1st. The request needs to include the pay items and numbers that the contractor wishes to work on	This is the same process for subcontractors performing the work. The Prime Contractor is responsible for all steps.
2. Resident Engineer (RE) forwards and provides comments to Regional Construction Engineer (RCE)		RE forwards and provides comments to RCE	
3. Regional Construction Engineer (RCE) receives request and forwards for review		RCE receives request and forwards for review	
4. Construction Structures Engineer (CSE) and any others deemed necessary provide comments		CSE and any others deemed necessary provide comments	Possible reviewers might be the Project Manager (PM), Construction Safety Officer (CSO), or anyone else the Regional Construction Engineer (RCE) deems necessary
5. Regional Construction Engineer (RCE) receives request and discusses the merits of allowing the work to take place with the pertinent Resident Engineer (RE)		RCE receives request and discusses the merits of allowing the work to take place with the pertinent RE	
6. RCE accepts?		If Yes, go to Step 5 If No, go to Step 6	
7. Regional Construction Engineer (RCE) prints and signs an acceptance letter and delivers to Regional Program Services Clerk (RPSC)		RCE prints and signs an acceptance letter. The letter will state which items have been approved (if not all) and may ask the contractor to address any concerns that there might be over allowing the work. RCE delivers the letter to RPSC	This same process applies to a seasonal work item that the Prime Contractor wishes to perform outside of the item's seasonal limitations

**Work Early / Work Late Process**  
**Work Instructions**

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
8. Regional Construction Engineer (RCE) prints and signs a rejection letter and delivers to Regional Program Services Clerk (RPSC)		RCE prints and signs a rejection letter. RCE will state reasons the work will not be allowed. RCE delivers the letter to RPSC	
Regional Program Services Clerk (RPSC) receives letter, scans, and distributes		RPSC receives letter, scans, and distributes	
9. Regional Program Services Clerk (RPSC) enters dates into Construction Tracking System (CTS)	WEWL P1	RPSC enters the permission to work early / work late date into CTS	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive		Copy saved onto G:Drive	
b. Copy sent to Contractor		Copy sent to Prime Contractor	
c. Copy emailed to pertinent parties		Copy sent to Resident Engineer (RE), Regional Construction Engineer (RCE), Project Manager (PM), District Transportation Administrator (DTA), and Construction Headquarters	



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

**Check List:** WEWLP1 – Entering Dates Into Construction Tracking System (CTS)

**Revision Date:** April 19, 2012

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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 Permission to work early/work late and fill in date fields with actual date received and click on save in the upper left hand corner

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 input fields for dates and a red circle around the 'Permission to work early' and 'Permission to work late' fields.

	Received Date	Approved/Denied	Date	VAOT Requested Contractor Revision	Resubmitted Date	Approved Date
Progress schedule:			4 / 27 / 2000			
Erosion control schedule:						
Temporary bridge plan:						
Cofferdam design:						
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)