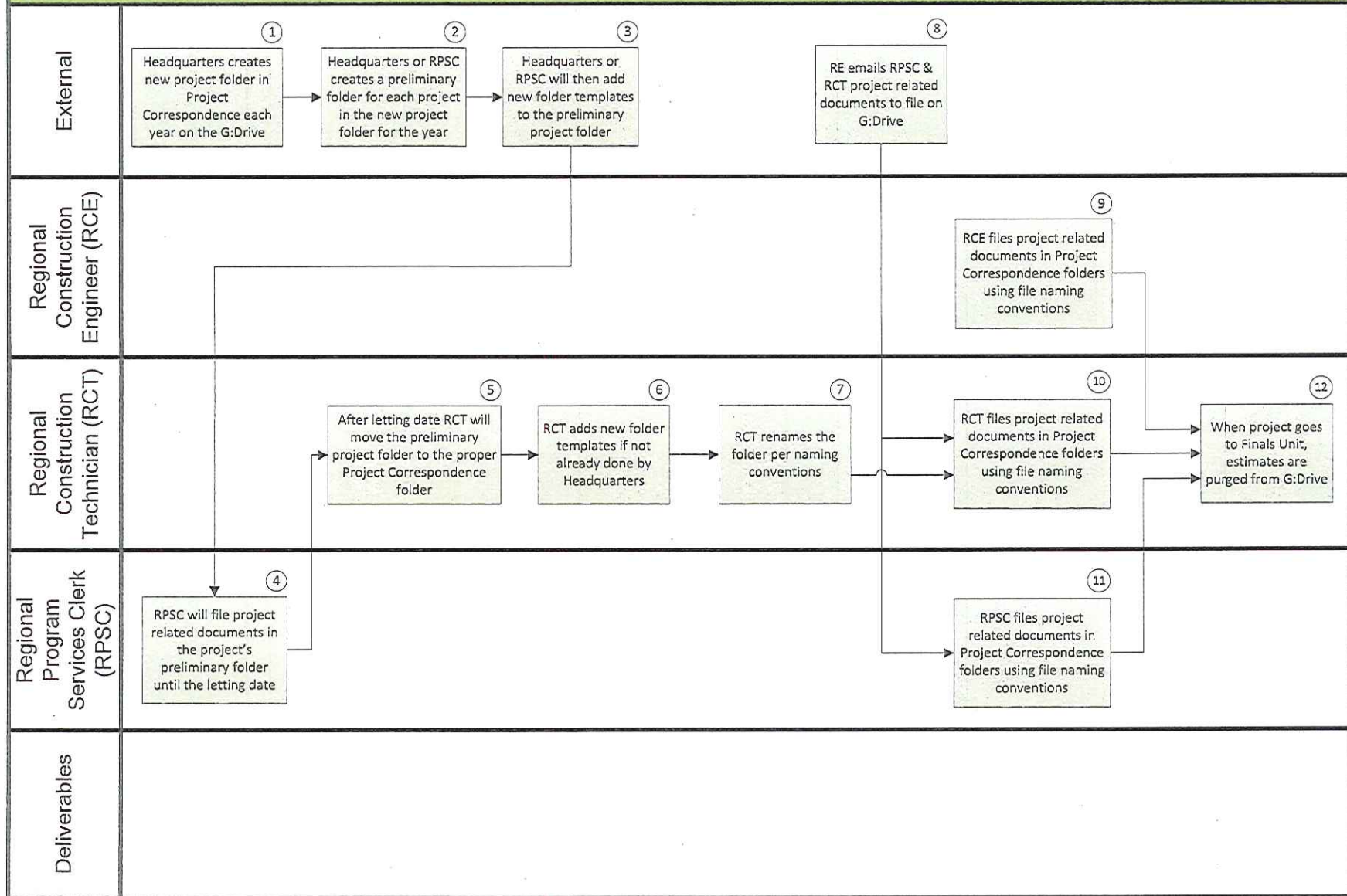


{ Tab 17 }

Project Correspondence Filing Process



Project Correspondence Filing 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. Headquarters creates new project folder in Project Correspondence each year on the G:Drive		Headquarters creates new project folder in Project Correspondence each year on the G:Drive: 2009PROJ; 2010PROJ	
2. Headquarters or Regional Program Services Clerk (RPSC) creates a preliminary folder for each project in the new project folder for the year		Headquarters or RPSC creates a preliminary folder for each project in the new project folder for the year on the G:Drive: ANYTOWN(20)	All preliminary project folders reside in the Preliminary Project master folder located on the G:drive in the Project Correspondence Folder
3. Headquarters or Regional Program Services Clerk (RPSC) will then add new folder templates to the preliminary project folder		Headquarters or RPSC will then add new folder templates to the preliminary project folder when the first piece of information comes to them for a specific project (prior to letting)	The preliminary project folder templates reside on the G:drive in the Project Correspondence Folder
4. Regional Program Services Clerk (RPSC) will file all documents in the project's preliminary project folder until letting date		RPSC will file all documents in the project's preliminary project folder until letting date	
5. After letting date Regional Construction Technician (RCT) will move the preliminary project folder to the proper Project Correspondence folder		After letting date RCT will move the preliminary project folder to the proper Project Correspondence folder renaming it to include the Contract (CES) number: 10022001 ANYTOWN(20)	
6. Regional Construction Technician (RCT) adds new folder templates if not already done by Headquarters		RCT adds new folder templates if not done already by Headquarters	
7. Regional Construction Technician (RCT) renames the folder per naming conventions		RCT renames the folder per naming conventions	
8. Resident Engineer (RE) emails the Regional Program Services Clerk (RPSC) & Regional Construction Technician (RCT) project documents to be filed on G:Drive	PCFP1	RE mails RPSC & RCT project documents for files on G:Drive	REs do not have write access to the G:Drive
9. Regional Construction Engineer (RCE) files project related documents in corresponding project folders and using file naming conventions throughout project	PCFP1	RCE files project related documents in Project Correspondence folders and using file naming conventions throughout project	

Project Correspondence Filing Process
Work Instructions

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
10. Regional Construction Technician (RCT) files project related documents in corresponding project folders and using file naming conventions throughout project		RCT files project related documents in corresponding project folders and using file naming conventions throughout project	
11. Regional Program Services Clerk (RPSC) files project related documents in corresponding project folders and using file naming conventions	PCFP2	RPSC files project related documents in Project Correspondence folders using file naming conventions	Paper filing within the Region with follow PCFP2
12. When project goes to Finals, estimates are purged from G:Drive		When project goes to Finals, estimates are purged from G:Drive	

**Vermont Agency of Transportation
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Instructional Sheet: PCFP1 – G:Drive Filing Guidance & Naming Conventions

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“Change Orders” folder

Within the Change Orders (CO) folder files are named as shown below; to include the number sign # to separate the O and 0. When the initial draft is created to be sent for review by the review team it is saved here with DRAFT included at the end of the file name. Subsequently when the final version of the CO is created after all Vermont Agency of Transportation (VAOT) signors have “signed” the CO it also shall be saved here but with FINAL included at the end of the file name. Both versions will be useful later if a dispute over content arises.

Change Orders

08030701 CO#01 SlopeRepairs DRAFT

08030701 CO#01 SlopeRepairs FINAL

“Claims” folder

Within the Claims folder files should be named as shown below. Any claims related documentation should be stored here for easy reference at a later date.

Claims

08030701 Document Specific Description

“Correspondence” folder

Within the Correspondence folder and subfolders the files are named in the format shown below. All contract administration type documentation should be filed here within the appropriate subfolders as outlined below. If the documentation is deposited before the project is let (i.e. while in the Preliminary Projects folder (PPF)) the Contract Number (CES) number can be omitted from the file name; such as with a Preliminary Plan Review.

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Correspondence

Administrative

Preconstruction

08030701 PCCReport

Final Inspection

08030701 Final Inspection

Completion & Acceptance

08030701 C&A Memo

Notices to Proceed

08030701 N2P Nicom

08030701 N2P LastName FirstName (for consultants)

Other

08030701 ValueEng Response

08030701 RE Assignment LastNameFirstName

Outlook Correspondence

08030701 Description DateofEmail

Plan Reviews

08030701 FinalPlanReview InitialsofReviewer (or Unit Reviewed)

Public Relations

08030701 Document Specific Description

“Materials” folder

Within the Materials folder and subfolders files should be named as shown below. We intend for all materials related documentation be filed here within the subfolders as outlined below.

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Materials

Certifications

08030701 Cert BridgePlugJoint

Core Reports

No Suggestion

Soils Reports

No Suggestion

TA555s

08030701 TA555 BridgePlugJoint

Stockpiles

08030701 506 StructuralSteel

Other

08030701 Document Specific Description

“Payrolls” folder

Within the Payrolls folder files should be named as shown below. Any payroll related documentation should be stored here for easy reference at a later date.

Payrolls

08030701 Prime Nicom

08030701 Sub FRLafayette

“Pictures” folder

Within the Pictures folder files should be named as shown below. Any pictures taken by the Resident Engineer (RE) or provided by the Contractor etc. should be stored here.

Pictures

08030701 PictureNumber Description PictureDate

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“SM Bi-Weekly Reports” folder

Within the SiteManager (SM) Bi-Weekly Reports folder files should be named as shown below. All bi-weekly estimate reports will be stored here for use during construction and throughout the field finaling process. Once the project is passed onto the Finals Unit this folder and its contents will be deleted.

SM Bi-Weekly Reports

08030701 ContractItemSummary (This report gets overwritten with each estimate)
08030701 Est#01 SummarybyProject
08030701 Est#01 SummarytoContractor
08030701 Est#01 EstimateItemDetail

“Specialists” folder

Within the Specialists folder files should be named in the format shown below. All documentation related to activities specific to a specialist should be filed here within the subfolders as outlined below. These folders are primarily to be used by the specialists as a depository for project specific info.

Specialists

Environmental

08030701 Document Specific Description
08030701 Description Date of Email

Finals

08030701 Document Specific Description
08030701 Description Date of Email

Paving

08030701 Document Specific Description

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08030701 Description Date of Email
Safety & Water
08030701 Document Specific Description
08030701 Description Date of Email
Structures
08030701 Document Specific Description
08030701 Description Date of Email

“Subcontracts” folder

Within the Subcontracts folder files should be named as shown below.

Subcontracts

08030701 Sub#01 Letter Nicom
08030701 Sub#01 Memo Nicom

“Written Orders” folder

Within the Written Orders folder files should be named as shown below.

Written Orders

08030701 WO#01 SlopeRepairs

Evaluation Naming Convention:

For evaluations that are to be placed in the Administration – Ratings folders, all evaluations should be named and filed within the subfolders as outlined below.

Consultant Firm

LastName FirstName 08030701

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Prime Contractor

CompanyName 08030701

Subcontractor

CompanyName 08030701

Temporaries

LastName FirstName 08030701

General Notes:

1. Resident Engineers (RE) are directed to email, on a regular basis, all formal project related documentation to the Regional Program Services Clerk (RPSC) and the Regional Construction Technician (RCT), for the region in which they work, so that these documents can be filed within the appropriate Project Folder on the G:Drive.
2. When the project box comes into the Regional Office for red checking and field finaling; the RE shall bring his or her computer into the Regional Office so that the RCT can assist them with transferring any electronic project related documentation from their hard drive to the G:Drive into the appropriate project file.
3. When the project goes to Finals the SiteManager Reports (Estimates) folder on the G:Drive is purged.

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Regional File Folders				
Backer Name	Document Title	Where's it Come From	Where it goes	How it goes
Change Orders				
	All Change Orders/Supplementary Agreements with Contractor's Original Signature and back-up correspondence	RE to Reg Tech, generated in Site Mgr, AOT signatures & receive oracle	Contractor and back for logging SMgr & CTS & Distribution List	Electronically Distributed & Paper File
Claims				
	All Project Correspondence related to a claim submitted by the Contractor	Contractors - RE - RCE	HQ & Regional File	Electronically or hand carried by RCE & Regional File
	All correspondence related to a claim submitted by a supplier, public, property owner	Subcontractors, Suppliers, property owners, traveling public	HQ & Regional File	Electronically or hand carried by RCE & Regional File
Contracts				
	Copy	Headquarters	1 Region 1 Res Engineer	Hand carried by RCE

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Correspondence				
	Any and all Project -related documentation - could be contract award letter, acceptance letter, admendments, shop drawing approvals, overtime approvals, U-turns, consultant N2Ps, roadway restrictions, general correspondence, PCC notices, PCC Minutes, FI notices, C&A Memos, All Approval Letters, written orders, Precon Ltr	Numerous Sources - Contractor, Highway-Safety and Design Section, Pavement Management, Structures, Materials and Research, Utilities, ROW, RCE, FHWA, RE, Civil Rights	Regional Engineer and Resident Engineer	Scanned and distributed electronically
Emergency Contact				
	Project Emergency Contact -511 Info - Resident Engineer/Contractor/Contractor's Superintendent, Contractor's Compenent person, Safety Officer, Maintenance personnel	RE	Distribution List on form	Electronically
Evaluations				
	Prime Contractor, subcontractor, consultant, and temporary employee	RE and RCE	HQ, distribution list in ConstructionManual	Electronically
Materials and Research				
	Project certifications, All Materials Sample Reports, Acceptance Memo of Materials	M&R Lab	Resident Engineer & Reg CE	Electronically

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PreBid Correspondence				
	Letter of Approval and/or Authorization	Marv Kingsbury	Copy to RE	Electronically now
	Invitation to Bid	Contract Admin	Regional File	Paper copy
	Preliminary and Low Bid Estimate	Contract Admin	Regional File & Res Engr	Electronically
	Contract Award Letter	Contract Admin		Electronically
	Preliminary and Low Bid Estimate Analysis	Project Manager		Electronically
Subcontracts				
	All Subcontractor submittals & approvals with all back-up submitted by the Contractor for approval	Contractor	Regional Tech and Clerk	Electronically
Utilities and Permits				
	All Utility Agreements/Permits and Maintenance Agreements	Utility Section	Resident Engineer & Reg CE	Electronically
Field Generated Correspondence				
	Overtime approvals, U-turn authorizations, request for consultant, roadway restrictions, TA 555's, etc, COD Drafts, Written orders, all evaluations, emergency contact-511 form,	Resident Engineer	NE Regional Office and distributed according to cc lists	Electronically Distributed & Paper File