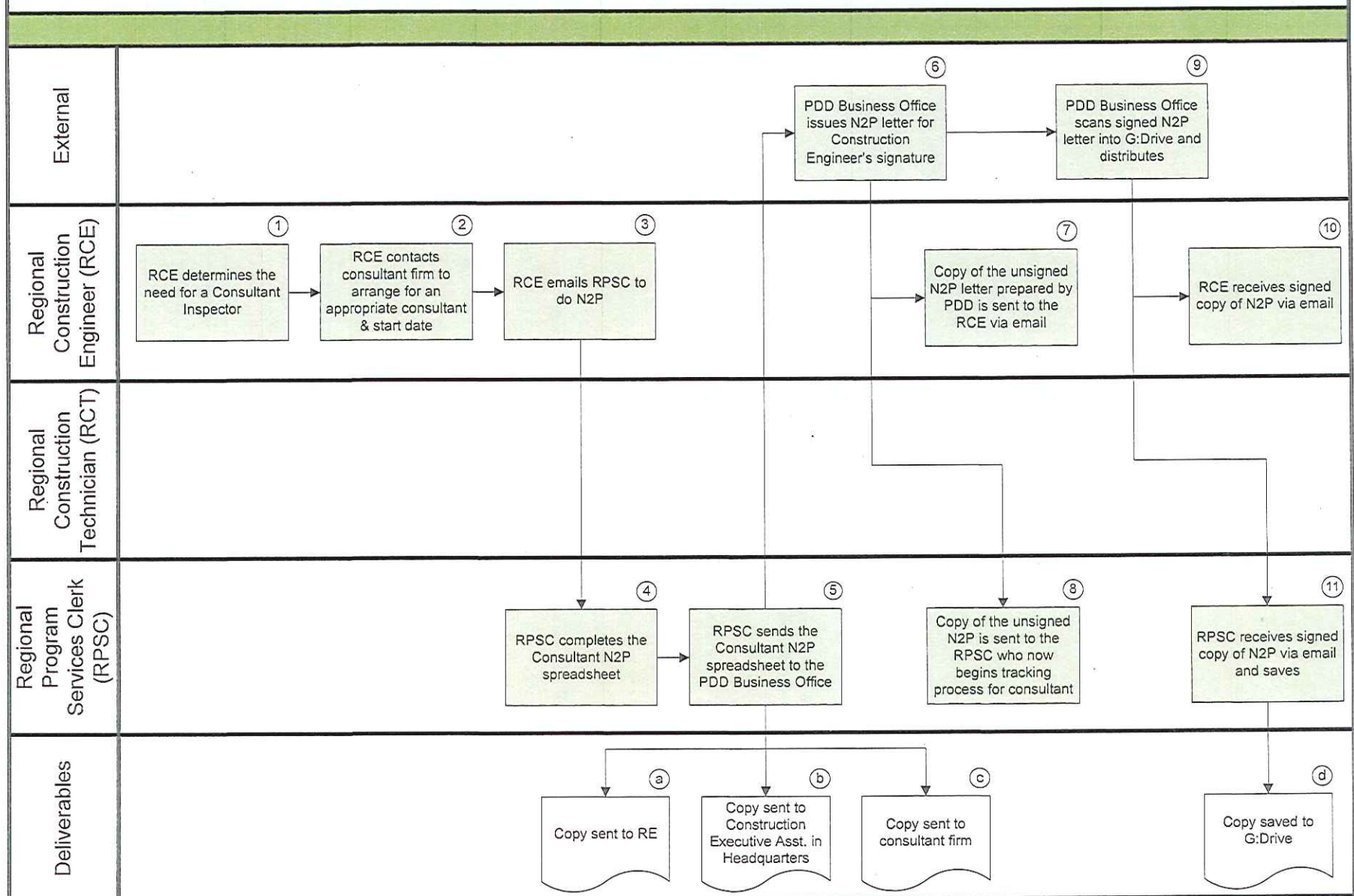


{ Tab 7 }

Consultant Notice to Proceed (N2P) Process



Consultant N2P 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. Regional Construction Engineer (RCE) Determines the Need for a Consultant Inspector		Once the RCE, in consultation with the Resident Engineer (RE), determines that an inspector is needed for a project and a permanent or temporary employee isn't available either from within their region or another region they contact one or more of the consultant firms under the retainer contract. When an inspector is selected, the appropriate (Tech/Eng) level should also be determined at the same time based on education, experience, certifications, and the project needs.	For carry-over projects, the Regional Office will email the Business Office the consultants that will resume working on the project
2. Regional Construction Engineer (RCE) contacts VAOT approved consultant firms to secure an appropriate consultant.		The RCE will contact the consultant firm and arrange for an appropriate consultant and make arrangements for a formal start date.	The consultant inspector cannot charge time or expenses to the project prior to the start date entered on this spreadsheet
3. Regional Construction Engineer (RCE) emails Regional Program Services Clerk (RPSC) to do Notice to Proceed (N2P)		RCE emails RPSC to do N2P	For carry-over projects, the Regional Office will email the Business Office the consultants that will resume working on the project
4. Regional Program Services Clerk (RPSC) Completes the Consultant Notice to Proceed (N2P) spreadsheet.		RPSC will complete the Consultant N2P spreadsheet and save it to the G:Drive	The consultant contract number is obtained from the Construction Executive Assistant (CEA). When a consultant contract is renewed, a new N2P is required
5. Regional Construction Engineer (RCE) sends the Consultant Notice to Proceed (N2P) Form to the Program Development Division (PDD) Business Office		Once the Regional Program Services Clerk (RPSC) completes the form it should be sent to the PDD Financial Administrator, with copies to the Resident Engineer (RE), Construction Executive Assistant (CEA), Regional Program Services Clerk (RPSC), and the Consultant Firm. This should be done as an email attachment	
6. Program Development Division (PDD) Business Office prepares Notice to Proceed (N2P) Letter for the Construction Engineer's Signature		A letter to the consultant firm is prepared for the Construction Engineer to sign. Unsigned copies of the letter are emailed to Construction Headquarters, the Resident Engineer (RE), the Regional Construction Engineer (RCE), and the Regional Program Services Clerk (RPSC). The signed letter is mailed to the consultant firm	
7. Copy of the unsigned Notice to Proceed (N2P) Letter prepared by Program Development Division (PDD) is sent to the Regional Construction Engineer (RCE)		Copy of the unsigned N2P Letter prepared by PDD is sent to the RCE	

Consultant N2P Process
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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
8. Copy of the unsigned Notice to Proceed (N2P) is sent to the Regional Program Services Clerk (RPSC) who now begins tracking process for consultant		Copy of the unsigned N2P is sent to the RPSC who now begins tracking process for consultant	The RPSC will maintain a spreadsheet to track the use of each consultant in the region
9. Program Development Division (PDD) Business Office scans signed Notice to Proceed (N2P) letter into G:Drive and distributes		PDD Business Office scans signed N2P letter and distributes	
10. Regional Construction Engineer (RCE) receives signed copy of Notice to Proceed (N2P) via email		Regional Construction Engineer (RCE) receives signed copy of Notice to Proceed (N2P) via email	
11. Regional Program Services Clerk (RPSC) receives signed copy of Notice to Proceed (N2P) via email and saves		RPSC receives signed copy of N2P via email and saves it the G:Drive in Project Correspondence	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy of letter sent to Resident Engineer (RE)		Copy of letter sent to RE	
b. Copy of letter sent to Construction Executive Assistant (CEA)		Copy of letter sent to CEA	
c. Copy of letter sent to Consultant Firm		Copy of letter sent to Consultant Firm	
d. Copy saved to G:Drive		Copy saved onto G:Drive in Project Correspondence	