

LAP MANUAL UPDATES – November 2021

Chapter 5 – State-funded projects and special programs

- **5.2 – State-Aid Projects.** Under the heading “Project Advertisement”, added new Virginia Public Procurement Act language for state advertisement requirements.

Chapter 12 – Project Development

- **12.2.5.11 – Constructability Reviews.** Adjusted the chapter title and added additional information regarding biddability reviews.
- **12.6.4.3 – Contract Time Determination.** Added new chapter titled “Contract Time Determination”.
- **12.6.8 – Advertisement.** Added new language regarding the advertisement of projects that require federal authorizations.
- **12.6.9.1 – Bid Opening and Analysis.** Added new language regarding the minimum number of bidders needed to award a project.
- **12.6.9.2 – Submittal of the Award Package.** Adjusted the existing guidance under “item 2” regarding the bid tabulation.
- **12.6.9.3 – VDOT Concurrence to Award.** Adjusted the existing guidance.

Chapter 13 – Project Delivery (Construction Administration)

- **13.1 – Introduction.** Adjusted chapter title to “Applicability” and adjusted chapter information.
- **13.1.2 – Applicability.** Adjusted chapter title to “Introduction” and adjusted chapter information.
- **13.1.3 – Summary.** Adjusted chapter title to “Roles and Responsibilities” and adjusted chapter information.

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- **13.1.4 – Pre-construction Activities.** Adjusted chapter information.
- **13.1.4.1 – Project Bonding and Land Use Permits.** Adjusted chapter information.
- **13.1.4.2 – VDOT Databases.** Adjusted chapter information.
- **13.1.4.3 – Preconstruction Conference(s).** Adjusted chapter information.
- **13.1.5 – Construction Activities.** Adjusted chapter information.
- **13.1.5.1 – Project Documentation.** Adjusted chapter information.
- **13.1.5.5 – Field Modification to Approved Design.** Adjusted chapter information.
- **13.1.5.6 – Project Reimbursement Requests.** Adjusted chapter information.
- **13.1.5.7 – Project Acceptance.** Added new chapter titled “Project Acceptance”.
- **13.1 – Construction Administration Checklist.** Adjusted checklist information.
- **Appendix 13.1 – G.** Added new Appendix titled “Subcontractor Agreement / Subletting Request C-31 Form”.
- **13.2.2 – Material Approvals.** Adjusted chapter information.
- **13.3.1 – Introduction.** Adjusted chapter title to “Applicability” and adjusted chapter information.
- **13.3.2 – Applicability.** Adjusted chapter titles to “Introduction” and adjusted chapter information.

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- **13.3.4 – Change Order Approval process.** Adjusted chapter information.
- **13.3.5 – Change Order Time Extensions.** Adjusted chapter information.
- **13.3.6 – Change Order, Pricing / Evaluation.** Adjusted chapter title to “Change Order Estimating, and Evaluation” and adjusted chapter information.
- **13.3.7 – Quantity Measurements.** Adjusted chapter title to “Force Account Rates and Measurements for Labor, Equipment, and Materials” and adjusted chapter information.
- **13.3.8 – Force Account.** Adjusted chapter title to “Records for Force Account” and adjusted chapter information.
- **13.4 – Claims.** Adjusted chapter title to “Claims and Notices of Intent to File Claims”.
- **13.4.1 – Introduction.** Adjusted chapter title to “Applicability” and adjusted chapter information.
- **13.4.2 – Applicability.** Adjusted chapter titles to “Introduction” and adjusted chapter information.
- **13.4.3 – LPA’s Claims Management Process.** Adjusted chapter information.
- **13.4.3.1 – NOIs.** Added new chapter titled “NOIs”.
- **13.4.3.2 – Claims.** Added new chapter titled “Claims”.
- **13.4.4 – Who can make a Claim.** Adjusted chapter information.
- **13.4.5 – Elements of a Claim.** Adjusted chapter information.

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- **13.4.6 – Types of Claims.** Adjusted chapter information.
- **13.4.7 – Proof of Claim.** Adjusted chapter information.
- **13.4.8 – Analyzing a Claim.** Adjusted chapter information.
- **13.4.9 – Settling a Claim.** Added new chapter titled “Settling a Claim”.
- **13.4.10 – Claims Avoidance.** Adjusted chapter information.
- **13.4 – Claims Checklist.** Adjusted checklist information.