VDOT

VIRGINIA DEPARTMENT OF TRANSPORTATION

Construction Division - Locally Administered Projects

Non-VDOT Administered Projects (NVAP)

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NVAP – NON VDOT ADMINISTERED PROJECTS

As part of the new Dashboard, all projects require monthly status updates throughout the construction phase, ensuring transparency of the on-budget and on-time project performance in the delivery of the project.

For projects that Localities manage, local governments are required to provide general construction contract and progress information via the SMART Portal NVAP.
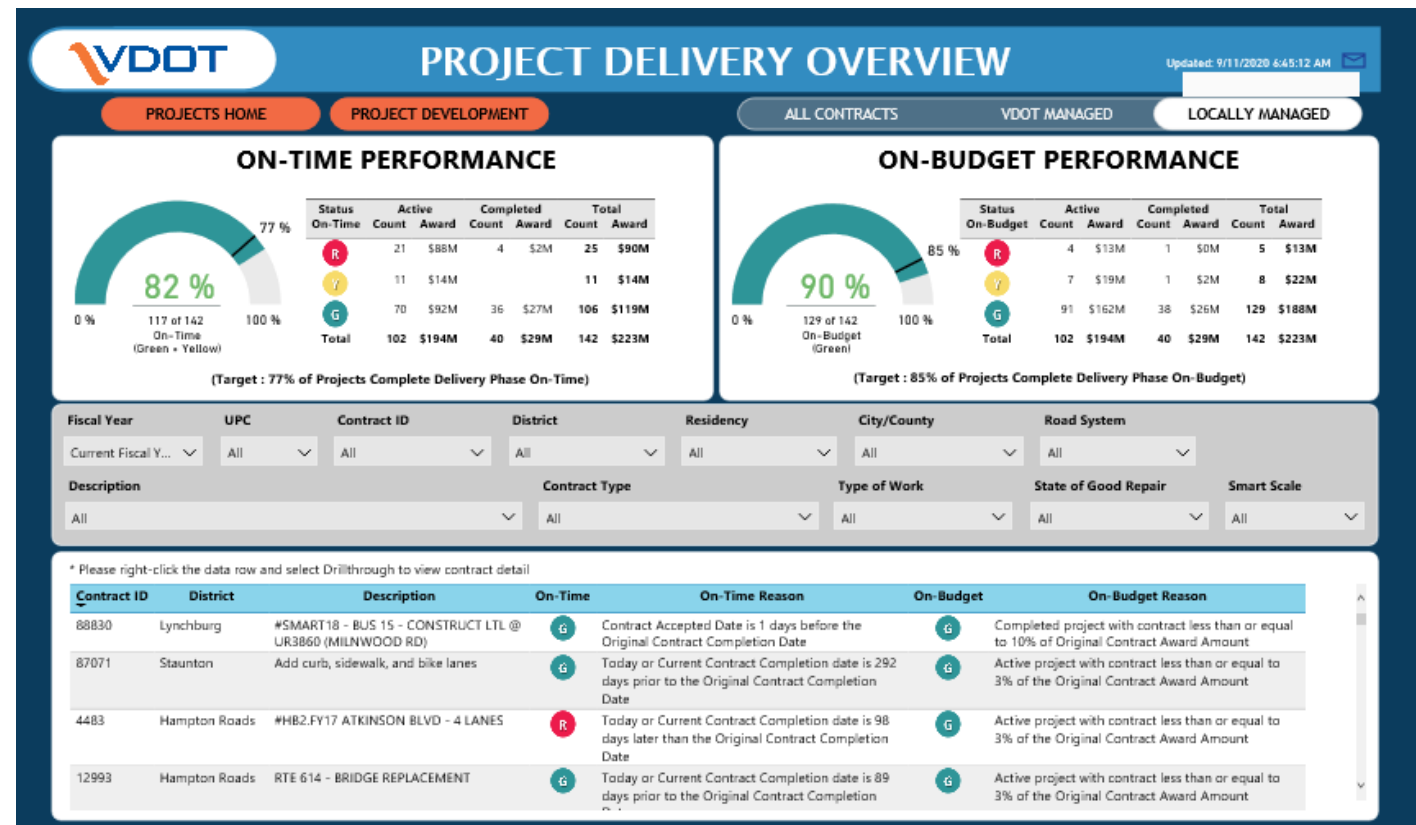
Projects will automatically rollover to NVAP once the Contract Award Date is entered by the VDOT Project Coordinator into our PWA schedule application tool.

NVAP – NON VDOT ADMINISTERED PROJECTS

Information entered into NVAP is auto-populated into VDOT's Delivery Dashboard. These fields set the baseline for the Construction Phase.
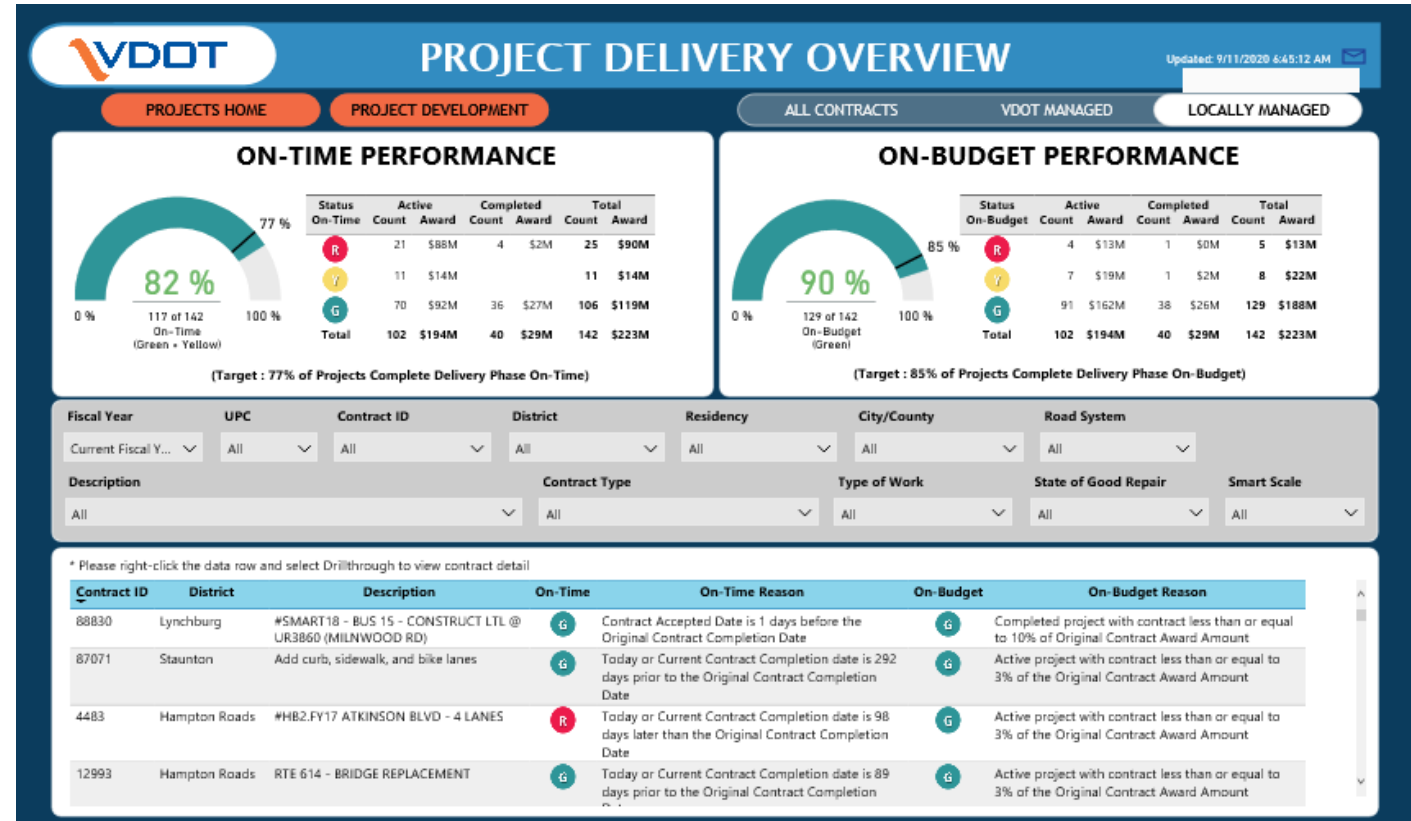
Delivery On-Time

- Measures the performance of completing project milestones from the time the contract is awarded through completion.
- Projects are baselined when the Original Contract Completion Date is entered into NVAP.
- Projects will remain green if they finish on or before the Original Contract Completion Date and if the Current Contract Completion Date is less than or equal to the Original Contract Completion Date
- VDOT targets a minimum of 77%

NVAP – NON VDOT ADMINISTERED PROJECTS

Delivery On-Budget

- Compares the Original Contract Award Amount to the Current Contract Amount and Cost of Work to Date
- Projects are baselined when the Contract Award Amount is entered into NVAP
- Projects will remain green if the Current Contract Amount and Cost of Work to Date are less than or equal to the Contract Award Amount
- VDOT targets a minimum of 85%

NVAP – NON VDOT ADMINISTERED PROJECTS

Delivery On-Budget

Green:

- For active projects, the project is green if the current contract amount or cost of work to date does not exceed the award amount by 3%. And for completed projects, the project is green if the unaudited cost of work to date is within 10%.

Yellow:

- For active projects, the project is yellow status if either the current contract amount, or the cost of work to date, exceeds the contract award amount by 3% to 10% for construction contracts, or by 3% to 25% for paving work contracts. This will revert back to a green status once the project is completed and the contract has been accepted, based on the unaudited final cost at that time, as long as the cost of work to date does not exceed the 10% for construction and 25% for paving contract.

NVAP – NON VDOT ADMINISTERED PROJECTS

Within 10 business days after the Notice to Proceed is issued, localities must enter the following information directly in NVAP:

- Type of Work
- Construction Company
- Original Contract Completion Date
- Current Contract Completion Date
- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

Once this information is entered, the project will then populate in the Delivery Dashboard.

NVAP – NON VDOT ADMINISTERED PROJECTS

Monthly: localities must update the following information in NVAP:

- Current Contract Completion Date
- Current Contract Amount
- Cost of Work to Date
- Comments

The locality project manager and VDOT project coordinator will get an email monthly when these updates are due.

NVAP – NON VDOT ADMINISTERED PROJECTS

Project Completion, localities must update the following information directly in NVAP:

- Cost of Work to Date
- Contract Acceptance Date

NOTE: Once the contract acceptance date is entered, the cost of work to date can not be updated and the project will be marked completed.

NVAP – NON VDOT ADMINISTERED PROJECTS

Most common errors:

- Original Completion Date
  - This is the final completion date that is listed in the contract and/or NTP. We see several localities entering the substantial completion date.

- Contract Acceptance Date
  - This is final completion of the project and should be the Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date.) The C-5 should be signed by the locality and VDOT project coordinator. We see several localities entering the date the contract was executed with the contractor.

NVAP Locality Job Aid

Within 10 business days after the Notice to Proceed is issued, localities must enter the following information directly in NVAP:
- Type of Work
- Construction Company
- Original Contract Completion Date
- Current Contract Completion Date
- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

Monthly: localities must update the following information in NVAP:
- Current Contract Completion Date
- Current Contract Amount
- Cost of Work to Date
- Include any comments to describe project delays or increases to contract amount since last monthly update.

Project Completion: localities must update the following information in NVAP:
- Cost of Work to Date
- Contract Acceptance Date

NOTE: Once contract acceptance date is entered no additional updates will be allowed.

For more information please see:

NVAP Users Guide

Type Of Work ⓘ
[dropdown]
Type Of Work is required to submit

VDOT Project Coordinator ⓘ
Craig Manges

VDOT Project Coordinator Phone ⓘ
(540) 375-0144

VDOT Project Coordinator Email ⓘ
Craig.Manges@VDOT.Virginia.gov

Construction Company ⓘ
Construction Company is required to submit

Locality Project Manager ⓘ
Craig Manges

Locality Project Manager Phone ⓘ
(540) 375-0144

Locality Project Manager Email ⓘ
Craig.Manges@VDOT.Virginia.gov

Original Contract Completion Date ⓘ
This field is required to submit

Current Contract Completion Date ⓘ
This field is required to submit

Contract Acceptance Date ⓘ

Contract Award Amount ⓘ
$
Contract Award Amount is required to submit

Current Contract Amount ⓘ
$
Current Contract Amount is required to submit

Cost of Work to Date ⓘ
$
Cost of Work to Date is required to submit

Field Name	Definition
Type of Work	Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract.
Current Contract Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders
Contract Acceptance Date	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by the locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)
Current Contract Amount (*Monthly)	The contract award amount plus any approved modifications due to change orders.
Cost of Work To Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.

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LINKS

NVAP GUIDE:

https://www.virginiadot.org/business/resources/const/NVAP-UserGuide.pdf

LOCALITY JOB AID:

https://www.virginiadot.org/business/resources/const/NVAP-LocalityJobAid.pdf

DELIVERY DASHBOARD:

http://www.virginiadot.org/dashboard/projects.asp

Questions