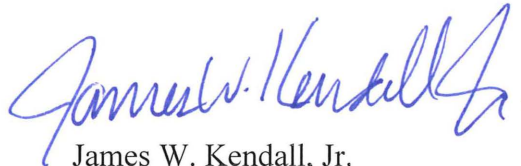


July 22, 2013

INSTRUCTIONAL BULLETIN NO. 2013-4

SUBJECT: Dates for Assembling Information for Construction Obligations
EFFECTIVE DATE: July 22, 2013
SUPERSEDES: None
RE: None

Please follow the attached schedule when submitting project information for federal fiscal year 2014, beginning with the October 2013 construction obligation.



James W. Kendall, Jr.
Preconstruction Support Engineer

JWK:mha
Attachment
ec:

Mitchell Metts, Director of Preconstruction
Leland Colvin, Director of Construction
Jim Feda, Director of Maintenance
Tony Sheppard, Director of Traffic Engineering
Brian Keys, Director of Right of Way

Matt Lifsey, RP Engineer - Lowcountry
Mike Barbee, RP Engineer - Pee Dee
Randall Young, RP Engineer - Midlands
Tony Fallaw, RP Engineer - Upstate



DATES FOR ASSEMBLING INFORMATION ON CONSTRUCTION OBLIGATIONS FOR FEDERAL FISCAL YEAR 2014 BEGINNING WITH OCTOBER 2013

7/19/2013

OBLIGATION MONTH		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
\$	If project is designated as a FHWA PoDI ¹ , submit Complete Plans ² to Preconstruction Support for QA review.	22-Jul	26-Aug	23-Sep	14-Oct	18-Nov	16-Dec	21-Jan	18-Feb	24-Mar	21-Apr	27-May	16-Jun
\$	If project is designated as a FHWA PoDI ¹ , submit Letting Plans ³ to the Preconstruction Support Operations Center to prepare PS&E.	19-Aug	23-Sep	21-Oct	11-Nov	16-Dec	21-Jan	18-Feb	17-Mar	21-Apr	19-May	23-Jun	14-Jul
*	For all other projects, submit Complete Plans ¹ to Preconstruction Support for QA review.	26-Aug	30-Sep	28-Oct	18-Nov	17-Dec	27-Jan	24-Feb	24-Mar	28-Apr	27-May	30-Jun	21-Jul
\$	Letting Preparation Engineer submits PS&E to FHWA for PoDIs ¹ .	9-Sep	14-Oct	12-Nov	2-Dec	6-Jan	10-Feb	10-Mar	7-Apr	12-May	9-Jun	14-Jul	4-Aug
*	Letting List completed and distributed to staff.	17-Sep	22-Oct	19-Nov	10-Dec	14-Jan	18-Feb	18-Mar	15-Apr	20-May	17-Jun	22-Jul	12-Aug
*	For all other projects, submit Letting Plans ² to the Preconstruction Support Operations Center to prepare PS&E ³	23-Sep	28-Oct	25-Nov	16-Dec	21-Jan	24-Feb	24-Mar	21-Apr	27-May	23-Jun	28-Jul	18-Aug
\$	Engineer's Estimate complete. Staff to submit Right of Way & Utility Certificates, etc. to Obligation Management Office for FHWA authorization process.	18-Oct	22-Nov	20-Dec	17-Jan	14-Feb	21-Mar	18-Apr	16-May	20-Jun	18-Jul	22-Aug	12-Sep
\$	FHWA to authorize projects.	25-Oct	27-Nov	27-Dec	24-Jan	21-Feb	28-Mar	25-Apr	23-May	27-Jun	25-Jul	29-Aug	19-Sep
*	Letting Review Meeting.	28-Oct	2-Dec	30-Dec	27-Jan	24-Feb	31-Mar	28-Apr	27-May	30-Jun	28-Jul	2-Sep	29-Sep
	All Ad information completed for Contracts Administration Office.	30-Oct	4-Dec	31-Dec	29-Jan	26-Feb	2-Apr	30-Apr	28-May	2-Jul	30-Jul	3-Sep	1-Oct
	Plans to Engineering Reproduction Services.	31-Oct	5-Dec	2-Jan	30-Jan	27-Feb	3-Apr	1-May	29-May	3-Jul	31-Jul	4-Sep	2-Oct
*	Advertisement printed in newspaper and posted on SCDOT website.	4-Nov	9-Dec	6-Jan	3-Feb	3-Mar	7-Apr	5-May	2-Jun	7-Jul	4-Aug	9-Sep	6-Oct
	Proposals to Engineering Reproduction Services.	7-Nov	12-Dec	9-Jan	6-Feb	6-Mar	10-Apr	8-May	5-Jun	10-Jul	7-Aug	11-Sep	9-Oct
*	Plans and Proposals available to Contractors.	12-Nov	17-Dec	14-Jan	11-Feb	11-Mar	15-Apr	13-May	10-Jun	15-Jul	12-Aug	16-Sep	14-Oct
	Deadline for issuing addenda to bid packages.	4-Dec	8-Jan	5-Feb	5-Mar	2-Apr	7-May	4-Jun	2-Jul	6-Aug	3-Sep	8-Oct	5-Nov
	Date of Letting. →	10-Dec	14-Jan	11-Feb	11-Mar	8-Apr	13-May	10-Jun	8-Jul	12-Aug	9-Sep	14-Oct	12-Nov

¹ PoDIs requiring FHWA PS&E review are listed in the joint Stewardship and Oversight Plan, Table A-16, under FHWA Oversight Initiatives.

² Complete Plans contain all applicable initials from Department production staff (design leads, Design Manager, and Program Manager). Complete Plans are not required to be signed and sealed by the Engineer of Record unless deemed necessary as part of a contractual agreement governing the development of the plans.

³ Letting Plans have completed all required quality assurance reviews and contain all applicable initials from Department production and support staff. Letting Plans are required to be signed and sealed by the Engineer of Record. Submit signed and sealed unique special provisions and a project transmittal form with the Letting Plans.

⁴ The PS&E is comprised of Letting Plans, a bid proposal, and the engineer's estimate.

\$ Applicable to federally funded projects only

*SIGNIFICANT MILESTONES

\$ FHWA Requirement