

June 27, 2014

**INSTRUCTIONAL BULLETIN NO. 2014-6**

**SUBJECT:** Dates for Assembling Information for Construction Obligations

Please follow the attached schedule when submitting project information for federal fiscal year 2015, beginning with the October 2014 construction obligation.



James W. Kendall, Jr.  
Preconstruction Support Engineer

MHA

Attachment

ec:

Christy A. Hall, P.E, Deputy Secretary for Engineering  
Ron K. Patton, P.E., Chief Engineer for Location and Design  
Lynsee Gibson, Director of Program Controls  
Brian Keys, Director of Right of Way  
Mitchell D. Metts, P.E., Director of Preconstruction  
John Boylston, RP Engineer – Lowcountry  
Mike Barbee, RP Engineer - Pee Dee  
Randall Young, RP Engineer - Midlands  
Tony Fallaw, RP Engineer – Upstate  
Leland Colvin, Chief Engineer for Operations  
Jim Feda, Director of Maintenance  
Tony Sheppard, Director of Traffic Engineering  
Todd Steagall, Director of Construction  
Thad Brunson, Chief Engineer for Field Operations  
Steve Ikerd, FHWA  
Tad Kitowicz, FHWA



# DATES FOR ASSEMBLING PLANS, SPECS, AND ESTIMATES FOR FEDERAL FISCAL YEAR 2015 BEGINNING WITH OCTOBER 2014

6/27/2014

<b>OBLIGATION MONTH</b>	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Submit preliminary roadway plans to Traffic Engineering	9-Jun	7-Jul	11-Aug	8-Sep	13-Oct	10-Nov	8-Dec	5-Jan	9-Feb	9-Mar	6-Apr	12-May
Traffic Engineering plans (overhead signing, signal, pavement marking, lighting, and traffic control) due to design manager	21-Jul	18-Aug	22-Sep	20-Oct	24-Nov	23-Dec	20-Jan	17-Feb	23-Mar	20-Apr	18-May	22-Jun
If the project requires PS&E review/approval by FHWA due to its designation as a PoDI <sup>1</sup> , submit Complete Plans <sup>2</sup> to Preconstruction Support for QA review	14-Jul	11-Aug	15-Sep	13-Oct	17-Nov	15-Dec	12-Jan	9-Feb	16-Mar	13-Apr	12-May	15-Jun
If the project requires PS&E review/approval by FHWA due to its designation as a PoDI, submit Letting Plans <sup>3</sup> to the Preconstruction Support Operations Center to prepare PS&E	11-Aug	8-Sep	13-Oct	10-Nov	15-Dec	12-Jan	9-Feb	9-Mar	13-Apr	12-May	8-Jun	13-Jul
For all other projects, submit Complete Plans <sup>2</sup> to Preconstruction Support for QA review.	18-Aug	15-Sep	20-Oct	17-Nov	22-Dec	20-Jan	17-Feb	16-Mar	20-Apr	18-May	15-Jun	20-Jul
Letting Prep Engineer submits PS&E to FHWA for projects that require PS&E review/approval due to its designation as a PoDI	1-Sep	29-Sep	4-Nov	1-Dec	4-Jan	2-Feb	2-Mar	30-Mar	3-May	1-Jun	29-Jun	3-Aug
For all other projects, submit Letting Plans <sup>2</sup> to the Preconstruction Support Operations Center to prepare PS&E <sup>3</sup>	15-Sep	13-Oct	17-Nov	15-Dec	19-Jan	16-Feb	16-Mar	13-Apr	18-May	15-Jun	13-Jul	17-Aug
<b>Project Scheduling and Tracking Meeting</b>	15-Oct	19-Nov	17-Dec	21-Jan	18-Feb	18-Mar	15-Apr	20-May	17-Jun	15-Jul	19-Aug	16-Sep
Engineer's Estimate complete. Staff to submit Right of Way & Utility Certificates, etc to Obligation Management Office for FHWA authorization process	17-Oct	18-Nov	19-Dec	16-Jan	20-Feb	20-Mar	17-Apr	22-May	19-Jun	17-Jul	21-Aug	18-Sep
FHWA to authorize projects	24-Oct	26-Nov	23-Dec	23-Jan	27-Feb	27-Mar	24-Apr	29-May	26-Jun	24-Jul	28-Aug	18-Sep
<b>Letting Review Meeting.</b>	27-Oct	1-Dec	29-Dec	26-Jan	2-Mar	30-Mar	27-Apr	1-Jun	29-Jun	27-Jul	31-Aug	28-Sep
<b>Deadline for submitting information for Addenda</b>	1-Dec	5-Jan	2-Feb	2-Mar	6-Apr	4-May	1-Jun	6-Jul	3-Aug	31-Aug	5-Oct	2-Nov
<b>Date of Letting.</b> →	9-Dec	13-Jan	10-Feb	10-Mar	14-Apr	12-May	9-Jun	14-Jul	11-Aug	8-Sep	13-Oct	10-Nov

<sup>1</sup> Refer to PoDI listing on SCDOT website to determine which projects require PS&E submittal to FHWA

<sup>2</sup> 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.

<sup>3</sup> 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.

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

\$ Applicable to federally funded projects of division interest only