PRECONSTRUCTION DESIGN MEMORANDUM

MEMO: PCDM-03

SUBJECT: Dates for Assembling Information for Construction Obligations

Please follow the attached schedule when submitting project information for federal fiscal year 2016, beginning with the October 2015 construction obligation.

Original Signed by James W. Kendall, Jr.
On June 12, 2015

James W. Kendall, Jr.
Preconstruction Support Engineer

June 12, 2015

Effective Date

JWK:afg
Attachment
ec:
Christy A. Hall, P.E, Deputy Secretary for Engineering
Ron K. Patton, P.E., Chief Engineer for Design and Traffic Engineering
Brian W. Keys, Director of Right of Way
Randall D. Williamson, Director of Environmental Services
Lynsee R. Gibson, Director of Program Controls
Herbert J. Cooper, Local Program Administrator
Mitchell D. Metts, P.E., Director of Preconstruction
John Boylston, RP Engineer – Lowcountry
Mike Barbee, RP Engineer - Pee Dee
Randall Young, RP Engineer - Midlands
Wilson Elgin, RP Engineer – Upstate
Leland Colvin, Chief Engineer for Operations
Jim Feda, Director of Maintenance
Tony Fallaw, Director of Traffic Engineering
Todd Steagall, Director of Construction
Steve Ikerd, FHWA
Tad Kitowicz, FHWA
File:PC/JWK
DATES FOR ASSEMBLING PLANS, SPECS, AND ESTIMATES FOR FEDERAL FISCAL YEAR 2016 BEGINNING WITH OCTOBER 2015

<table>
<thead>
<tr>
<th>5/19/2015</th>
<th>OBLIGATION MONTH</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Engineering plans (overhead signing, signal, pavement marking, lighting, and traffic control) due to design manager</td>
<td>20-Jul</td>
<td>24-Aug</td>
<td>21-Sep</td>
<td>19-Oct</td>
<td>24-Nov</td>
<td>22-Dec</td>
<td>19-Jan</td>
<td>23-Feb</td>
<td>21-Mar</td>
<td>18-Apr</td>
<td>23-May</td>
<td>20-Jun</td>
<td></td>
</tr>
<tr>
<td>If the project requires PS&amp;E review/approval by FHWA due to its designation as a PoDI, submit Complete Plans to Preconstruction Support for QA review</td>
<td>13-Jul</td>
<td>17-Aug</td>
<td>14-Sep</td>
<td>12-Oct</td>
<td>17-Nov</td>
<td>14-Dec</td>
<td>11-Jan</td>
<td>15-Feb</td>
<td>14-Mar</td>
<td>11-Apr</td>
<td>18-May</td>
<td>13-Jun</td>
<td></td>
</tr>
<tr>
<td>If the project requires PS&amp;E review/approval by FHWA due to its designation as a PoDI, submit Letting Plans to Preconstruction Support Operations Center to prepare PS&amp;E</td>
<td>10-Aug</td>
<td>14-Sep</td>
<td>12-Oct</td>
<td>9-Nov</td>
<td>15-Dec</td>
<td>11-Jan</td>
<td>8-Feb</td>
<td>14-Mar</td>
<td>11-Apr</td>
<td>10-May</td>
<td>14-Jun</td>
<td>11-Jul</td>
<td></td>
</tr>
<tr>
<td>For all other projects, submit Complete Plans to Preconstruction Support for QA review</td>
<td>17-Aug</td>
<td>21-Sep</td>
<td>19-Oct</td>
<td>16-Nov</td>
<td>22-Dec</td>
<td>19-Jan</td>
<td>16-Feb</td>
<td>21-Mar</td>
<td>18-Apr</td>
<td>16-May</td>
<td>20-Jun</td>
<td>18-Jul</td>
<td></td>
</tr>
<tr>
<td>Letting Prep Engineer submits PS&amp;E to FHWA for projects that require PS&amp;E review/approval due to its designation as a PoDI</td>
<td>1-Sep</td>
<td>5-Oct</td>
<td>3-Nov</td>
<td>30-Nov</td>
<td>4-Jan</td>
<td>1-Feb</td>
<td>29-Feb</td>
<td>4-Apr</td>
<td>1-May</td>
<td>30-May</td>
<td>5-Jul</td>
<td>1-Aug</td>
<td></td>
</tr>
<tr>
<td>For all other projects, submit Letting Plans to the Preconstruction Support Operations Center to prepare PS&amp;E</td>
<td>14-Sep</td>
<td>19-Oct</td>
<td>16-Nov</td>
<td>14-Dec</td>
<td>19-Jan</td>
<td>15-Feb</td>
<td>14-Mar</td>
<td>18-Apr</td>
<td>16-May</td>
<td>13-Jun</td>
<td>18-Jul</td>
<td>15-Aug</td>
<td></td>
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<tr>
<td>Engineer's Estimate complete. Staff to submit Right of Way &amp; Utility Certificates, etc to Obligation Management Office for FHWA authorization process</td>
<td>16-Oct</td>
<td>20-Nov</td>
<td>18-Dec</td>
<td>14-Jan</td>
<td>18-Feb</td>
<td>19-Mar</td>
<td>22-Apr</td>
<td>20-May</td>
<td>17-Jun</td>
<td>22-Jul</td>
<td>19-Aug</td>
<td>8-Sep</td>
<td></td>
</tr>
<tr>
<td>Deadline for submitting information for Addenda</td>
<td>30-Nov</td>
<td>4-Jan</td>
<td>1-Feb</td>
<td>28-Feb</td>
<td>4-Apr</td>
<td>3-May</td>
<td>6-Jun</td>
<td>4-Jul</td>
<td>1-Aug</td>
<td>5-Sep</td>
<td>3-Oct</td>
<td>31-Oct</td>
<td></td>
</tr>
</tbody>
</table>

1 Refer to PoDI listing on SCDOT website to determine which projects require PS&E submittal to FHWA
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.
5 Applicable to federally funded projects of division interest only

Superseded by PCDM-15