

## PRECONSTRUCTION DESIGN MEMORANDUM

**MEMO:** PCDM-18  
**SUBJECT:** Submittals to Lettings Preparation  
**DATE:** June 13, 2019  
**SUPERSEDES:** Instructional Bulletin No. 2014-7

This memo creates a uniform process for all plans submitted for letting, right of way, and construction revisions to the Operations Center. Failure to follow the process set forth in this memo may result in delays with the processing of the submittal, and delay the letting.

### All Submittals

All submittals can be digital or hard copies, and must be accompanied by an email to the Lettings Support Engineer and the Specifications and Estimates Engineer. The email should include a transmittal form and any other documentation required for the submittal to be processed by Lettings Preparation. Examples of the transmittal forms are attached. The current forms for each submittal can be found by going to the Project Submittal tab under the Forms heading on the Preconstruction page of the Intranet.

All hard copies are to be placed on the table in front of the Operation Center in room 408A. For digital submittals, the plans shall be attached or provide a link to a folder that includes the plans in the email with the appropriate project transmittal.

All plans submitted shall be 22" by 36" to be processed.

### Right of Way and Construction Transmittal Form

Include the Right of Way and Construction Transmittal Form in the submittal email for all Right of Way submittals and Construction revisions. An example of the form is attached. The email should include a subject line with the project id, county, and road of the project. Original Signatures are **not** required for Right of way submittals, but are required for Construction Revisions.



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## Construction Letting Transmittal Form

Include the Construction Letting Transmittal Form in the submittal email for all submittals for Construction Lettings. An example of the form is attached. The email should include a subject line with the Project id, county, and letting date. Original Signatures are required for all Construction submittals

September 2019 Letting

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George R. Bedenbaugh, Jr., P.E.  
Preconstruction Support Engineer

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Effective Date

GRB:bhl

Attachment

ec:

John Boylston, Director of Preconstruction  
Claude Ipock, Director of Construction  
David Cook, Director of Maintenance  
Robert Perry, Director of Traffic Engineering  
Mike Barbee, Director of Right of Way  
Chris Gaskins, RP Engineer-Design Build  
Ladd Gibson, Director of Mega Projects

Jennifer Necker, RP Engineer – Lowcountry  
Leah Quattlebaum, RP Engineer - Pee Dee  
Philip Sandel, RP Engineer - Midlands  
Julie Barker, RP Engineer - Upstate  
Tad Kitowicz, FHWA

File:PC/GRB

EXAMPLE



Right of Way and Construction Revision Form

To: Lettings Support Engineer Date: 02/20/2019  
Project Id: 0012345 Proposal ID: 123456  
Letting Date 06/11/2019 Submitted by Project Manager

➤ Enclosed please find the following:

Quantity	Description
3	Roadway Plan Sheets

➤ These are transmitted as indicated below:

- Right of Way                       Right of Way Revision  
 Construction Revision               Construction and Right of Way  
 Other: \_\_\_\_\_

➤ Are the files to be scanned and maintained by Preconstruction Support?

- Yes                       No                       N/A

➤ Comments:

The following digitally signed sheets can be found at "link to my folder."  
Sheets: 2, 5, and 6A

**Construction/Letting Plans Transmittal Form**

Project ID	0012345	Date	2/20/2019
Proposal ID	123456	Design Team	Lowcountry
Project Number	0012345	Program Manager	Joe Smith
Route Number	US 123	Engineering District	4
Length	5 Miles	Letting Date	6/11/2019
Project Description <sup>1</sup>	Bridge and Road widening on US 123		

	Yes	No	Comment
1. Complete Set Of Signed And Sealed Construction Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. NOI Submitted      Datescdot 2/1/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Roadway and Bridge Quantities Entered into P2S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. FHWA PoDI (If Yes, List Requirements in Comments)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Value Engineering Study <sup>2</sup>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Cost Estimates For Specialized Items Of Work <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. CPS Score Required      Score      Date of Quarter Ending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. 60 Day Ad	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. 60 Day Award	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Escrow Bid Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Edm-30 – Borrow Pit Location Special Provision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Edm-30 – Borrow For Large Projects Special Provision	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Project Requires Controlled Fill	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Traffic Control Special Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Traffic Signal Specifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Detour Maps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Asbestos & Lead Paint Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Railroad Agreements and Specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Geotechnical Subsurface Data Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Completed a QC review of Approved Permit Drawings compared to Letting Plans If no why?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Reviewed NEPA commitments and providing Special Provision for any requirements not covered in the permit document If no why?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. List of Utility Companies that will Coordinate Relocations with Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Mandatory Pre-Bid Meeting <sup>4</sup>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date and Location Tuesday March 12, 2019 in room 408A of 955 Park st, Columbia SC	
24. Construction Stakes, Lines, & Grades	By Contractor		
25. Signed And Sealed Project Specific Special Provisions <sup>5</sup> (List Below)			
Incentive specs	Special Concrete		

<sup>1</sup> General Description of Project. (ex. I-26 Rehabilitation)

<sup>2</sup> Check EDM 34 for Value Engineering requirements

<sup>3</sup> Items of work with limited Bid History or new pay items

<sup>4</sup> Meetings are required for all projects with a Preliminary Estimates over Fifty Million Dollars (\$50,000,000)

<sup>5</sup> Includes but is not limited to specifications received from the following outside offices: Signing & Pavement Marking; Pavement Design; Utilities and Railroads; Right of way; Landscaping; ITS; Environmental; and Lighting

Permits	Permit Number	Yes	No
26. US Coast Guard Permit		<input type="checkbox"/>	<input checked="" type="checkbox"/>
27. Corps of Engineers General		<input type="checkbox"/>	<input checked="" type="checkbox"/>
28. NAVGP		<input type="checkbox"/>	<input checked="" type="checkbox"/>
29. OCRM Permit		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Delivery Method	
30. Standard	Calculated by Lettings Prep
31. Set Completion Date	Date: N/A
32. A+B Bidding	Max Amount of Days (B) =500 Daily Cost =\$2500
33. A+B+C Bidding	Max Days for Total Contract (B) = N/A Daily Cost = N/A Max Days for Bridge Closure (C) = N/A Daily Cost = N/A
34. Bridge Construction Time	N/A Months
35. Other	List Method with Other Special Provisions and Attach to Transmittal

Comments / Special Contract Conditions:

14. Traffic Control Spec can be found at "link to folder"

22. List will be made available on 3/1/2019

25. Special provisions can be found at "link to folder"