

July 26, 2011

INSTRUCTIONAL BULLETIN NO. 2011-3

SUBJECT: Dates for Assembling Information for Construction Obligations

EFFECTIVE DATE: July 26, 2011

SUPERSEDES: None

RE: None

Please follow the attached schedule when submitting project information for federal fiscal year 2012, beginning with the October 2011 construction obligation.

James W. Kendall, Jr.
Preconstruction Support Engineer

JWK

Attachment

ec:

Mitchell Metts, Director of Preconstruction
Leland Colvin, Director of Construction
Brian Keys, Asst. Chief Engineer for P, L, & D
Tony Sheppard, Director of Traffic Engineering
Jim Feda, Director of Maintenance

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 2012 BEGINNING WITH OCTOBER 2011

7/15/2011

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

¹ 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.

² 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.

³The PS&E is comprised of Letting Plans, a bid proposal, and the engineer's estimate.

\$ Applicable to federally funded projects only

* DEADLINES

*SIGNIFICANT MILESTONES

\$ FHWA Requirement