

July 3, 2014

INSTRUCTIONAL BULLETIN NO. 2014-7

SUBJECT: Submittal Process for Letting
EFFECTIVE DATE: October 2014 Letting
SUPERSEDES: None

To create a uniform process for all plans submitted for letting, utilize the following guidelines when turning in plans to the Letting Preparation Office. Failing to meet the guidelines set forth in this Instruction Bulletin will result in removal from the letting.

Plans

Prior to submitting plans, enter desired letting date and all quantities into P2S. Ensure all Environmental and Right of Way documents are secured.

Submit a complete set of 22" by 36" signed and sealed plans in a plans cover to the Letting Preparation Manager on or before the date on the Construction Obligation Chart (Rainbow Chart). The date can be found in the chart on the row labeled **"For all other projects, submit Letting Plans to the Preconstruction Support Operations Center to prepare PS&E"** in the column of the desired letting.

Sixty (60) Day Advertisements

Turn in projects that require a sixty (60) day advertisement on or before the dates for projects in the letting immediately preceding the desired letting (i.e. For a July letting submit the project with a sixty day ad by the June letting deadline). Projects require a sixty (60) day ad when one or more of the following criteria are met:

- Projects with thirty million dollars (\$30,000,000.00) or more allocated in the STIP for construction
- Conditions of Instructional Bulletin No. 2011-2
- As directed by the Director of Preconstruction or Construction

Project Submittal Forms

For all projects with a full size set of plans, a Project Transmittal and Minimum CPS Evaluation Form are required. Submit completed electronic copies of the forms via email to the Letting Preparation Manager the same day that plans are submitted.



Include the Project ID and the desired letting date in the subject line of the email. If the contract documents are too large to email, email the Letting Preparation Manager noting the location of the documents with the Project ID and desired letting date in the subject line. Examples of the Project Submittal Forms are attached. The current forms for each letting can be found at <http://iwww.dot.state.sc.us/PreConstruction/Support/letting/default.shtml> under the Project Submittal heading.

Contract Documents

Submit all required project-specific Special Provisions, Estimates, and other Contract Documents needed to complete the PS&E package electronically via email to the Lettings Preparation Manager with the required Project Submittal Forms. Submit all Special Provisions in Word Document format. Additionally, submit signed and sealed copies of Special Provisions utilizing one of the following methods:

- Submit signed and sealed copies of the Contract Documents in Letting Preparation Manager's inbox at the same time as the Plans.
- Submit signed and sealed PDFs of the provisions via email to the Letting Preparation Manager with the Project Submittal Forms.



James W. Kendall, Jr.
Preconstruction Support Engineer

JWK:bhl
ec:
attachment

Mitchell Metts, Director of Preconstruction
Todd Steagall, Director of Construction
Tony Sheppard, Director of Traffic Engineering
Jim Feda, Director of Maintenance

John Boylston, RP Engineer – Lowcountry
Mike Barbee, RP Engineer – Pee Dee
Randall Young, RP Engineer - Midlands
Tony Fallaw, RP Engineer - Upstate

Project Transmittal to Letting Prep

Project ID		Date	
Proposal ID		Design Team	
Project Number		Program Manager	
Route Number		Engineering District	
Length	Miles	Letting Date	
Project Description ¹			
Necessary Signatures in Title Sheet Signature Box			

	Yes	No	Comment
Complete Set Of Signed And Sealed Construction Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadway and Bridge Quantities Entered into Transport or P2S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FHWA PoDI (If Yes, List Requirements in Comments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Estimates For Unusual Items Of Work ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPS Score Required Score Date of Quarter Ending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60 Day Ad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60 Day Award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escrow Bid Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edm-30 – Borrow Pit Location Special Provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edm-30 – Borrow For Large Projects Special Provision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Requires Controlled Fill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Control Special Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Signal Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detour Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asbestos & Lead Paint Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railroad Agreements and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Subsurface Data Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed a QC review of Approved Permit Drawings compared to Letting Plans If no why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed NEPA commitments and providing Special Provision for any requirements not covered in the permit document If no why?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of Utility Companies that will Coordinate Relocations with Contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory Pre-Bid Meeting	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date and Location	
Construction Stakes, Lines, & Grades			
Signed And Sealed Project Specific Special Provisions ³ (List Below)			

¹ General Description of Project. (ex. I-26 Rehabilitation)

² Includes Traffic Signals, Signing, Landscaping, New pay items, etc.

³ 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
US Coast Guard Permit		<input type="checkbox"/>	<input type="checkbox"/>
Corps of Engineers General Permit		<input type="checkbox"/>	<input type="checkbox"/>
NAVGP		<input type="checkbox"/>	<input type="checkbox"/>
OCRM Permit		<input type="checkbox"/>	<input type="checkbox"/>

Delivery Method	
Standard	Calculated by Lettings Prep
Set Completion Date	Date:
A+B Bidding	Max Amount of Days (B) = Daily Cost =
A+B+C Bidding	Max Days for Total Contract (B) = Daily Cost = Max Days for Bridge Closure (C) = Daily Cost =
Bridge Construction Time	Months
Other	List Method with Other Special Provisions and Attached to Transmittal

Comments / Special Contract Conditions:

Minimum Required CPS Evaluation Sheet

SC File Number:

Description:

Fund Source(s):

Funding Source Approved Use of Minimum Required CPS:

Letting Date: Evaluation Date:

Criteria for Setting a Minimum Required Contractor Performance Score	
If an attribute applies, enter YES in box below ↓	
1. Complex Construction	
2. Critical Time Constraints	
3. Environmental Sensitivity	
4. High Profile Project to Public	
5. Complex Traffic Control	
6. High Level of Interaction Between Sub-contractors and /or Utilities	
7. Highly Specialized Equipment	
8. Located in Densely Populated Areas	
9. AADT > 10,000 vpd	
10. Engineer's Estimate > \$ 1 Million	
Total YES =	

Total YES Responses	Minimum Required CPS	2014
0, 1, or 2	(none required)	N/A
3	2nd Standard Deviation	68.4
4, 5, or 6	2nd Standard Deviation + 1	69.4
7 or more	1st Standard Deviation	73.3

Minimum Required CPS:

Evaluated By:

1. Complex Construction

2. Critical time Constraints

3. Environmental Sensitivity

4. High Profile Project to Public

5. Complex Traffic Control

6. High Level of Interaction with Sub-Contractors and/or Utilities

7. Highly Specialized Equipment

8. Located in Densely Populated Areas

9. AADT > 10,000 vpd

10. Engineer's Estimate > \$ 1 Million