

Superseded by PCDM-15

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*

June 12, 2015

James W. Kendall, Jr.
Preconstruction Support Engineer

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

5/19/2015

OBLIGATION MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Submit preliminary roadway plans to Traffic Engineering	8-Jun	13-Jul	10-Aug	7-Sep	13-Oct	9-Nov	7-Dec	11-Jan	8-Feb	7-Mar	11-Apr	10-May
Traffic Engineering plans (overhead signing, signal, pavement marking, lighting, and traffic control) due to design manager	20-Jul	24-Aug	21-Sep	19-Oct	24-Nov	22-Dec	19-Jan	23-Feb	21-Mar	18-Apr	23-May	20-Jun
If the project requires PS&E review/approval by FHWA due to its designation as a PoDI ¹ , submit Complete Plans ² to Preconstruction Support for QA review	13-Jul	17-Aug	14-Sep	12-Oct	17-Nov	14-Dec	11-Jan	15-Feb	14-Mar	11-Apr	18-May	13-Jun
If the project requires PS&E review/approval by FHWA due to its designation as a PoDI, submit Letting Plans ³ to the Preconstruction Support Operations Center to prepare PS&E	10-Aug	14-Sep	12-Oct	9-Nov	15-Dec	11-Jan	8-Feb	14-Mar	11-Apr	10-May	14-Jun	11-Jul
For all other projects, submit Complete Plans ² to Preconstruction Support for QA review.	17-Aug	21-Sep	19-Oct	16-Nov	22-Dec	19-Jan	16-Feb	21-Mar	18-Apr	16-May	20-Jun	18-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	5-Oct	3-Nov	30-Nov	4-Jan	1-Feb	29-Feb	4-Apr	1-May	30-May	5-Jul	1-Aug
For all other projects, submit Letting Plans ² to the Preconstruction Support Operations Center to prepare PS&E ³	14-Sep	19-Oct	16-Nov	14-Dec	19-Jan	15-Feb	14-Mar	18-Apr	16-May	13-Jun	18-Jul	15-Aug
Project Scheduling and Tracking Meeting	21-Oct	18-Nov	16-Dec	20-Jan	17-Feb	16-Mar	20-Apr	18-May	15-Jun	20-Jul	17-Aug	21-Sep
Engineer's Estimate complete. Staff to submit Right of Way & Utility Certificates, etc to Obligation Management Office for FHWA authorization process	16-Oct	20-Nov	18-Dec	14-Jan	18-Feb	19-Mar	22-Apr	20-May	17-Jun	22-Jul	19-Aug	8-Sep
Letting Review Meeting.	19-Oct	23-Nov	21-Dec	17-Jan	21-Feb	22-Mar	25-Apr	23-May	20-Jun	25-Jul	22-Aug	19-Sep
FHWA to authorize projects	23-Oct	25-Nov	23-Dec	21-Jan	25-Feb	26-Mar	29-Apr	27-May	24-Jun	29-Jul	26-Aug	16-Sep
Deadline for submitting information for Addenda	30-Nov	4-Jan	1-Feb	28-Feb	4-Apr	3-May	6-Jun	4-Jul	1-Aug	5-Sep	3-Oct	31-Oct
Date of Letting. →	8-Dec	12-Jan	9-Feb	8-Mar	12-Apr	11-May	14-Jun	12-Jul	9-Aug	13-Sep	11-Oct	8-Nov

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.

\$ Applicable to federally funded projects of division interest only