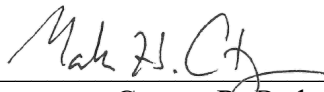


PRECONSTRUCTION DESIGN MEMORANDUM

MEMO: PCDM-15

SUBJECT: Abbreviated Dates for Assembling Information for Construction Obligations

Please follow the attached schedule when submitting project information for federal fiscal year 2025, beginning with the October 2024 construction obligation. Of particular note, there will be no July letting for fiscal year 2025.


_____ for GRB
George R. Bedenbaugh, Jr.
Dir.-Office of Engineering Support

June 17, 2024
Effective Date

GRB:afg
Attachment
ec:
Rob Perry, Deputy Secretary for Engineering
John Boylston, Chief Engineer for Project Delivery
Chris Lacy, Chief Engineer for Bridges
Julie Barker, Director of Preconstruction
Mike Barbee, Director of Rights of Way
Chad Long, Director of Environmental Services
Jeff Terry, Director of Maintenance
Brent Dillon, Director of Traffic Engineering
Robert Isgett, Director of Construction
Machael Peterson, Director of Planning
Travis Driggers, Contract Administrator
Freedom Spradley, Design Manager - Upstate
Adam Humphries, RP Engineer - Midlands
Leah Quattlebaum, RP Engineer - Pee Dee
Jeremy Harmon, Design Manager – Lowcountry
Tad Kitowicz, FHWA

File:OES/GRB



DATES FOR ASSEMBLING INFORMATION ON CONSTRUCTION OBLIGATIONS FOR FEDERAL FISCAL YEAR 2025 BEGINNING WITH OCTOBER 2024

6/12/2024

OBLIGATION MONTH		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
	All utility documents associated with wet utilities necessary for inclusion in the transportation project must be provided by the utility to the Regional Production Group.	13-Jun	18-Jul	15-Aug	12-Sep	10-Oct	14-Nov	12-Dec	N/A	13-Feb	13-Mar	17-Apr	16-May
\$	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 and Letting Prep for FHWA Preliminary Review	16-Jul	29-Jul	26-Aug	30-Sep	28-Oct	25-Nov	1-Jan	N/A	25-Feb	31-Mar	30-Apr	27-May
\$	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	13-Aug	26-Aug	23-Sep	28-Oct	25-Nov	23-Dec	28-Jan	N/A	24-Mar	28-Apr	27-May	23-Jun
	For all other projects, submit Complete Plans ² to Preconstruction Support for QA review .	12-Aug	26-Aug	23-Sep	28-Oct	25-Nov	23-Dec	27-Jan	N/A	24-Mar	28-Apr	27-May	23-Jun
\$	Letting Prep Engineer submits PS&E to FHWA for projects that require PS&E review/approval due to its designation as a PoDI	3-Sep	16-Sep	14-Oct	18-Nov	16-Dec	13-Jan	18-Feb	N/A	14-Apr	19-May	16-Jun	14-Jul
	For all other projects, submit Letting Plans ³ to the Preconstruction Support Operations Center to prepare PS&E ⁴ . Staff to submit Right of Way & Utility Certificates, All Environmental Permits, Contract Utility Agreement, etc. to Obligation Management Office for FHWA authorization process.	16-Sep	30-Sep	28-Oct	2-Dec	30-Dec	27-Jan	3-Mar	N/A	28-Apr	2-Jun	30-Jun	28-Jul
	Pre-Let Meeting	18-Sep	2-Oct	30-Oct	4-Dec	2-Jan	29-Jan	5-Mar	N/A	30-Apr	4-Jun	2-Jul	30-Jul
	Engineer's Estimate complete	11-Oct	8-Nov	6-Dec	10-Jan	7-Feb	14-Mar	11-Apr	N/A	13-Jun	11-Jul	15-Aug	5-Sep
	Let Review Meeting / SCDOT Sends PS&E Approval Memo to FHWA	16-Oct	13-Nov	11-Dec	15-Jan	12-Feb	19-Mar	16-Apr	N/A	18-Jun	16-Jul	20-Aug	10-Sep
	Plans to Engineering Reproduction Services.	17-Oct	15-Nov	19-Dec	16-Jan	13-Feb	20-Mar	17-Apr	N/A	19-Jun	17-Jul	21-Aug	18-Sep
	Proposals to Engineering Reproduction Services.	24-Oct	21-Nov	19-Dec	23-Jan	20-Feb	27-Mar	24-Apr	N/A	26-Jun	24-Jul	28-Aug	26-Sep
	FHWA to authorize projects.	25-Oct	27-Nov	27-Dec	24-Jan	21-Feb	28-Mar	25-Apr	N/A	27-Jun	25-Jul	22-Aug	12-Sep
	All Ad information completed for Contracts Administration Office.	30-Oct	4-Dec	2-Jan	29-Jan	26-Feb	2-Apr	30-Apr	N/A	2-Jul	30-Jul	3-Sep	1-Oct
	Advertisement printed in newspaper and posted on SCDOT website.	4-Nov	9-Dec	6-Jan	3-Feb	3-Mar	7-Apr	5-May	N/A	8-Jul	4-Aug	9-Sep	7-Oct
	Plans and Proposals available to Contractors.	12-Nov	17-Dec	14-Jan	11-Feb	11-Mar	15-Apr	13-May	N/A	15-Jul	12-Aug	16-Sep	14-Oct
	Deadline for submitting information for Addenda	4-Dec	8-Jan	5-Feb	5-Mar	2-Apr	7-May	4-Jun	N/A	6-Aug	3-Sep	8-Oct	6-Nov
	Date of Letting. →	10-Dec	14-Jan	11-Feb	11-Mar	8-Apr	13-May	10-Jun	N/A	12-Aug	9-Sep	14-Oct	12-Nov

¹ Refer to PoDI Project List and corresponding S&O Plans 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, a project transmittal form, and a minimum CPS Spreadsheet 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

DATES FOR ASSEMBLING INFORMATION ON CONSTRUCTION OBLIGATIONS FOR FEDERAL FISCAL YEAR 2024 BEGINNING WITH OCTOBER 2023

6/13/2023

OBLIGATION MONTH		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
	All utility documents associated with wet utilities necessary for inclusion in the transportation project must be provided by the utility to the Regional Production Group.	15-Jun	13-Jul	17-Aug	14-Sep	12-Oct	16-Nov	14-Dec	11-Jan	15-Feb	14-Mar	11-Apr	16-May
\$	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 and Letting Prep for FHWA Preliminary Review	18-Jul	31-Jul	21-Aug	2-Oct	31-Oct	28-Nov	2-Jan	29-Jan	25-Feb	2-Apr	1-May	28-May
\$	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	15-Aug	28-Aug	18-Sep	30-Oct	28-Nov	26-Dec	29-Jan	26-Feb	24-Mar	30-Apr	28-May	24-Jun
	For all other projects, submit Complete Plans ² to Preconstruction Support for QA review .	14-Aug	28-Aug	18-Sep	30-Oct	27-Nov	25-Dec	29-Jan	26-Feb	24-Mar	30-Apr	28-May	24-Jun
\$	Letting Prep Engineer submits PS&E to FHWA for projects that require PS&E review/approval due to its designation as a PoDI	5-Sep	18-Sep	9-Oct	20-Nov	19-Dec	16-Jan	19-Feb	18-Mar	14-Apr	21-May	17-Jun	15-Jul
	For all other projects, submit Letting Plans ³ to the Preconstruction Support Operations Center to prepare PS&E ⁴ . Staff to submit Right of Way & Utility Certificates, All Environmental Permits, Contract Utility Agreement, etc. to Obligation Management Office for FHWA authorization process.	18-Sep	2-Oct	23-Oct	4-Dec	2-Jan	29-Jan	4-Mar	1-Apr	28-Apr	4-Jun	1-Jul	29-Jul
	Pre-Let Meeting	20-Sep	4-Oct	25-Oct	6-Dec	3-Jan	30-Jan	6-Mar	3-Apr	30-Apr	5-Jun	3-Jul	31-Jul
	Engineer's Estimate complete	13-Oct	3-Nov	8-Dec	12-Jan	9-Feb	15-Mar	12-Apr	9-May	14-Jun	12-Jul	9-Aug	6-Sep
	Let Review Meeting / SCDOT Sends PS&E Approval Memo to FHWA	18-Oct	8-Nov	13-Dec	17-Jan	14-Feb	20-Mar	17-Apr	15-May	19-Jun	17-Jul	14-Aug	11-Sep
	Plans to Engineering Reproduction Services.	19-Oct	15-Nov	21-Dec	18-Jan	15-Feb	21-Mar	18-Apr	16-May	20-Jun	18-Jul	15-Aug	19-Sep
	Proposals to Engineering Reproduction Services.	26-Oct	16-Nov	21-Dec	25-Jan	22-Feb	28-Mar	25-Apr	23-May	27-Jun	25-Jul	22-Aug	26-Sep
	FHWA to authorize projects.	30-Oct	27-Nov	2-Jan	29-Jan	26-Feb	1-Apr	29-Apr	28-May	1-Jul	29-Jul	19-Aug	13-Sep
	All Ad information completed for Contracts Administration Office.	1-Nov	29-Nov	3-Jan	31-Jan	28-Feb	3-Apr	1-May	29-May	3-Jul	31-Jul	28-Aug	2-Oct
	Advertisement printed in newspaper and posted on SCDOT website.	6-Nov	4-Dec	8-Jan	5-Feb	4-Mar	8-Apr	6-May	3-Jun	9-Jul	5-Aug	3-Sep	7-Oct
	Plans and Proposals available to Contractors.	14-Nov	12-Dec	15-Jan	13-Feb	12-Mar	16-Apr	14-May	11-Jun	16-Jul	13-Aug	10-Sep	15-Oct
	Deadline for submitting information for Addenda	4-Dec	3-Jan	5-Feb	4-Mar	1-Apr	6-May	4-Jun	1-Jul	5-Aug	3-Sep	30-Sep	4-Nov
	Date of Letting. →	12-Dec	9-Jan	13-Feb	12-Mar	9-Apr	14-May	11-Jun	9-Jul	13-Aug	10-Sep	8-Oct	13-Nov

¹ Refer to PoDI Project List and corresponding S&O Plans on SCDOT website to determine which projects require PS&E submittal to FHWA

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