

CTC Project Development Process for SCDOT-managed Resurfacing Projects

1	CTC selects roads to be resurfaced and submits a Request for Programming form to SCDOT's "C" Program Administration Office. SCDOT's local engineer typically advises CTC of secondary routes in need of improvement and makes recommendations to CTC. SCDOT provides initial cost estimates for these recommendations, taking into account entire project costs, not solely construction costs (see fee structure). CTC and SCDOT's local engineer should be in regular communication and determine when information is needed, when it may be provided, how much detail is in the cost estimate, how much funding is projected to be allocated, etc.
2	"C" Program Administration Office enters programming data into P2S (SCDOT's programming software) and CTC's monthly financial statement. "C" Program Administration Office sends letter to CTC, while copying SCDOT Project Manager (PM), to notify that project has been programmed and that requested funds are purposed toward that project. Letter signals PM to begin working on project.
3	PM requests letting package, i.e. data sheets (with pay items/quantities) and strip maps, from District Office using programming information provided (i.e. route, beginning milepoint, ending milepoint, programmed cost, etc.)
4	District office prepares pavement design or submits a pavement design request to SCDOT's Office of Materials & Research, as applicable. This step may be performed as a part of the initial cost estimate if SCDOT staff can accommodate, depending on workload and available staff time.
5	PM coordinates with District Office to determine project schedule.
6	PM coordinates with the Environment Services Office if any permits are needed or if they may be avoided, as necessary.
7	District Office compiles requested data sheets and strip maps and provides them to PM.
8	PM reviews data sheets and strip maps for accuracy and for adherence to programming information. PM submits all necessary documents to the Letting Preparation Office to prepare PS&E package.
9	Letting Preparation Office provides official engineer's estimate to the PM prior to accepting bids.
10	PM provides CTC with revised cost estimate and letting information. CTC approves cost estimate, if necessary.
11	Project is advertised, included in letting, and awarded to lowest bidder if bid is acceptable to SCDOT. Typically, low bids are awarded if they are less than 10% over official engineer's estimate, but the award criteria varies with the number of bids received. PM and CTC are in communication about project timeline and budget.
12	SCDOT's Secretary of Transportation approves project award.
13	PM monitors project for expenses and modifies programming as required and as notified from SCDOT's Resident Construction Engineer.

