

PRECONSTRUCTION DESIGN MEMORANDUM

MEMO: PCDM-01

SUBJECT: Coordination with Traffic Engineering

The purpose of this bulletin is to establish a consistent process to request design elements and plans from Traffic Engineering. By following a consistent process, resources can be better managed to produce the necessary design elements and meet project deadlines. This bulletin supersedes Instructional Bulletin 1997-12.

Design plans produced by Traffic Engineering can include Overhead Signing, Pavement Marking, Traffic Signal, and Work Zone Traffic Control. Provide the following information to the State Traffic Design Engineer when making a request:

- Written transmittal or memorandum indicating:
 - Requested action
 - Contact person's name
 - Task due date (if other than the obligation chart deadline) and current project letting date
 - Link to project design electronic file
- Current half-size plans to scale

Traffic Engineering will respond to the contact person indicating if the proposed due date can be accomplished or if additional information is needed. The Project Development Process and Primavera schedule provide guidance on when certain design elements are to be completed. The "Dates for Assembling PS&E's" chart provides submission dates for projects to be let in the current federal fiscal year. If the project let date is moved, advise the Traffic Engineering office as appropriate.

For requests of multiple offices, design-build projects, or when the exact office for the task is not known, contact the State Traffic Design Engineer for assistance. Unofficial or cursory reviews of designs should also be documented and requested in writing.

The Letting Preparation Office will request project Special Provisions based upon the information contained on the "Project Transmittal to Letting Prep" form.

This process and documentation should improve coordination and communication and allow RPG's and Traffic Engineering staff to better manage the time, effort, and work needed to produce quality roadway design plans.

*Original Signed by James W. Kendall, Jr.
On August 19, 2014*

James W. Kendall, Jr.
Preconstruction Support Engineer

JWK:afg

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Mitchell Metts, Dir. of Preconstruction
Todd Steagall, Dir. of Construction
Tony Sheppard, Dir. of Traffic Engineering
Jim Feda, Dir. of Maintenance
File:PC/JWK

January letting, 2015

Effective Date

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