

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 2024, beginning with the October 2023 construction obligation.

George R. Bedenbaugh, Jr.
Preconstruction Support Engineer

June 21, 2023
Effective Date

GRB:afg
Attachment
ec:
Leland Colvin, Deputy Secretary for Engineering
Randall Young, Chief Engineer for Project Delivery
Rob Perry, Chief Engineer for Bridges
John Boylston, 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
Jennifer Taylor, Contract Administrator
Julie Barker, RP Engineer - Upstate
Adam Humphries, RP Engineer - Midlands
Leah Quattlebaum, RP Engineer - Pee Dee
Jennifer Necker, RP Engineer – Lowcountry
Tad Kitowicz, FHWA
File:PC/GRB



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

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 2023 BEGINNING WITH OCTOBER 2022

6/6/2022

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\$	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	19-Jul	31-Jul	22-Aug	3-Oct	31-Oct	30-Nov	26-Dec	30-Jan	27-Feb	28-Mar	3-May	30-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	16-Aug	28-Aug	19-Sep	31-Oct	28-Nov	28-Dec	23-Jan	27-Feb	27-Mar	25-Apr	30-May	26-Jun
	For all other projects, submit Complete Plans ² to Preconstruction Support for QA review .	15-Aug	28-Aug	19-Sep	31-Oct	28-Nov	27-Dec	23-Jan	27-Feb	27-Mar	25-Apr	30-May	26-Jun
\$	Letting Prep Engineer submits PS&E to FHWA for projects that require PS&E review/approval due to its designation as a PoDI	6-Sep	18-Sep	10-Oct	21-Nov	20-Dec	18-Jan	13-Feb	20-Mar	17-Apr	16-May	19-Jun	17-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.	19-Sep	3-Oct	24-Oct	5-Dec	3-Jan	31-Jan	27-Feb	3-Apr	1-May	30-May	3-Jul	31-Jul
	Pre-Let Meeting	21-Sep	5-Oct	26-Oct	7-Dec	4-Jan	2-Feb	1-Mar	5-Apr	3-May	31-May	5-Jul	2-Aug
	Engineer's Estimate complete	14-Oct	4-Nov	9-Dec	13-Jan	10-Feb	10-Mar	14-Apr	12-May	9-Jun	14-Jul	11-Aug	8-Sep
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	Plans to Engineering Reproduction Services.	20-Oct	15-Nov	22-Dec	19-Jan	16-Feb	16-Mar	20-Apr	18-May	15-Jun	20-Jul	17-Aug	21-Sep
	Proposals to Engineering Reproduction Services.	27-Oct	17-Nov	22-Dec	26-Jan	23-Feb	23-Mar	27-Apr	25-May	22-Jun	27-Jul	24-Aug	28-Sep
	FHWA to authorize projects.	31-Oct	28-Nov	3-Jan	30-Jan	27-Feb	27-Mar	1-May	30-May	26-Jun	31-Jul	21-Aug	15-Sep
	All Ad information completed for Contracts Administration Office.	2-Nov	30-Nov	4-Jan	1-Feb	1-Mar	29-Mar	3-May	31-May	28-Jun	2-Aug	30-Aug	4-Oct
	Advertisement printed in newspaper and posted on SCDOT website.	7-Nov	5-Dec	9-Jan	6-Feb	6-Mar	3-Apr	8-May	5-Jun	4-Jul	7-Aug	5-Sep	9-Oct
	Plans and Proposals available to Contractors.	15-Nov	13-Dec	17-Jan	14-Feb	14-Mar	11-Apr	16-May	13-Jun	11-Jul	15-Aug	12-Sep	17-Oct
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	Date of Letting. \longrightarrow	13-Dec	10-Jan	14-Feb	14-Mar	11-Apr	9-May	13-Jun	11-Jul	8-Aug	12-Sep	10-Oct	14-Nov

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