



South Carolina
Department of Transportation

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 2022, beginning with the October 2021 construction obligation.

for GRB

George R. Bedenbaugh, Jr.

Preconstruction Support Engineer

June 4, 2021

Effective Date

GRB:afg

Attachment

ec:

Leland Colvin, Deputy Secretary for Engineering

Randall Young, Chief Engineer for Project Delivery

John Boylston, Director of Preconstruction

Mike Barbee, Director of Rights of Way

Chad Long, Director of Environmental Services

David Cook, Director of Maintenance

Rob Perry, Director of Traffic Engineering

Robert Isgett, Director of Construction

Marilyn Arnold, Letting Coordinator

Machael Peterson, Director of Planning

Julie Barker, RP Engineer - Upstate

Philip Sandel, 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 2022 BEGINNING WITH OCTOBER 2021

6/4/2021

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