South Carolina Department of Transportation Preconstruction Project Development Process

Tasks, Sub-Tasks & Resources
Based on SCDOT Workshop
09.09.2019 and 09.10.2019

Report Organization:

The PDP Tasks identified in this report summary pertain to the PDP for an EA/FONSI, Programmatic and Non-Programmatic CE, Non-Federal Funding and USACE Permit, and Non-Federal Funding and Non-USACE Permit projects. The Tasks are grouped by the following ten disciplines/themes: Planning, Design, Municipal Agreement, ROW, Environmental, Permitting, Utilities, Railroad, Traffic, and Letting.

Within each of the ten disciplines/themes:

- The Tasks and their respective Sub-tasks are identified along with the relevant reference resources.

'Baseline' EA-FONSI Flowchart

Planning (Tasks & Sub-Tasks)

The Department has developed two processes to develop the scope and fees for upcoming projects: Feasibility Reports and Project Definition Reports (PDR). Both processes will begin by establishing a PL phase of work to allow the project team to develop a scope of work and cost estimate for the project. Feasibility Reports will be managed by Planning, and PDRs will be managed by the Regional Production Group (RPG) that will ultimately manage the project. The RPG's, Planning, and the MPO/COG will collectively determine the process that will be utilized to develop the scope of work and cost estimate prior to the project being added to the Transportation Improvement Plan (TIP).

Planning Process to Initiate a Project

TIP

- MPO/COG identifies project from LRTP to begin the project development process for guideshare projects only.
- SCDOT will identify projects to begin the project development process for all state and federally funded non guideshare projects.
- Planning submits cost and schedule for a PL phase of work to MPO/COG to be added to the TIP

The MPO/COG adds the Project to the TIP and sends notification (transmittal) to the SCDOT Regional Planner to add the project to the STIP.

Resources:

STIP

Sub-Tasks:

- After receiving the transmittal, planning to ensure dates and funding in the TIP align with the proposed schedule and cost estimate for the PL phase of work.
- Commission Approves the Project
- SCDOT Regional Planner inputs the Project into the STIP

Resources:

- Planning PPT
- Planning intranet site has an extensive amount of resources:
  - STIP/TIP Transmittal Document

Program PL Funds (P2S)

- After the project is added to the STIP, PM programs the PL phase of work into P2S
- FHWA Authorization and Charge Code created

Feasibility Report

Sub-Tasks:

- FRM to initiate feasibility report process
- PM and Design to provide assistance as outlined in the roles and responsibilities chart.

Resources

- Draft Feasibility Report Process
- Roles and Responsibilities Chart
- Risks for FR Meetings (Planning's Intranet Site)

TIP/STIP

Sub-Tasks:

- Based on the results of the Feasibility Report, Planning submits cost and schedule of the project to the MPO/COG to be added to the TIP.
- The MPO/COG adds the funding for the remaining phases of work to the TIP and sends notification (transmittal) to the SCDOT Regional Planner to add the remaining phases of work to the STIP.
- Planning to coordinate with PM to ensure dates and funding align with schedule and cost estimate
- Commission approves the additional phases of work for the project.
- Planning adds new phases of work to the STIP

Program PE/ROW/Constr. Funds (P2S)

Sub-Tasks:

- Once funding is in the STIP the PM to program funding for remaining phases of work in P2S
- PM to ensure obligations coincide with STIP
- PM to identify needed agreements (IGA, FPA, etc.), if applicable

Resources:

- P2S guidelines

PE Funding Approval

Sub-Tasks:

- PM to verify that funding is authorized and notify PDT to begin design efforts.

RPG Kickoff

- RPG Kickoff marks the transition of a project from the planning phase to the preliminary engineering phase of the project.

RPG Project Definition Report Process

TIP

- MPO/COG identifies project from LRTP to begin the project development process for guideshare projects only.
- SCDOT will identify projects to begin the project development process for all state and federally funded non guideshare projects.
- RPG (and PM) to determine if Planning phase is needed. If PL funding is necessary, PM provides MPO/COG cost and schedule for PL phase to be added to the TIP. If a Planning phase is not necessary, PM will submit cost and schedule to MPO/COG for all phases of work to be added to the TIP
- The MPO/COG adds the Project to the TIP and sends notification (transmittal) to the SCDOT Regional Planner to add the project to the STIP

STIP

Sub-Tasks:

- After receiving the transmittal, Planning coordinates with PM to ensure dates and funding in the TIP align with the proposed schedule and cost estimate for the PL phase of work.
- Commission Approves the Project
- Planner inputs the Project into STIP

Resources:

- Copy of Transmittal

Program PE/ROW/Constr. Funds (P2S)

Sub-Tasks:

- Once funding is in the STIP the PM to program funding for remaining phases of work in P2S
- PM to ensure obligations coincide with STIP
- PM to identify needed agreements (IGA, FPA, etc.), if applicable

Resources:

- P2S guidelines

PE Funding Approval

Sub-Tasks:

- PM to verify that funding is authorized and notify PDT to begin design efforts.

RPG Kickoff

- RPG Kickoff marks the transition from the planning phase to the preliminary engineering phase of the project.

Design (Tasks & Sub-Tasks)

Advertise Eminent Domain

Sub-Tasks:

- PM prepares project specific portion of Eminent Domain (ED) ad and submits with charge code information to RPG administration for advertisement in a local newspaper with general distribution in the project area.

Resources:

- Copy of ED ad

Procure Design Consultant (if needed)

Sub-Tasks:

- PM to request professional services office to add project to tentative ad list
- PM to develop preliminary scope and fee for the requested contract.
- PM to complete Package A for Turnkey Advertisement or Form 1 for On Call and Small Purchase Contracts and submit along with scope and fee to the professional services office
- If other departments need consultant contracts (ESO, SUE, Utility Coordination, ROW, etc.) they should begin that process as needed
- In direct coordination with the professional services office, advertise, select, negotiate & execute contract with consultant

Resources:

- Package A, Fee Template
- Contract Modification/task order request form (Form 1, Form 2)
- Contract Manager On-line Training
- SCDOT Procurement Manual

Surveys/SUE

Sub-Tasks:

- The PM initiates the Designer to prepare the survey and Subsurface Utility Engineering (SUE) request and submit both to the Surveys Office
  - Review utilities and preliminary alignment alternatives with Utilities to determine SUE recommendations
  - Coordinate with ESO for wetland boundaries
  - Request RR and VAL Maps simultaneously with survey requests via survey request form
- Once the survey(s) is completed, the Surveys Office submits the survey information to RPG and Environmental Services Office (ESO)

Resources:

- Survey Request Form

Conceptual Design

- Prepare conceptual roadway plans to include horizontal and vertical alignment and typical sections to generate the project's construction limits

DFR Plan Development

Sub-Tasks:

- PM/Design distributes preliminary DFR plans for review to the project team and stakeholders.
- PM and Design to discuss potential design exceptions and variances and initiate preliminary discussions with SCDOT Support if needed.
- If necessary, PM/Design to distribute to SCDOT support for Quality Assurance (QA) design criteria, etc.
- PM/Design to prepare revised cost estimate
- PM and Design need to consider VE study if required (See ED-34)

Resources:

- ED-34

Pavement Design

Sub-Tasks:

- Design prepares and submits request for pavement design to SCDOT Pavement Design Engineer

Resources:

- Pavement Design PPT
- Pavement Design Request Form

Design Field Review

Sub-Tasks:

- PM should consider if the project Draft Interstate Access Request (IAR) is required
- PM should coordinate date for DFR to ensure all critical SCDOT staff attends.
- PM schedules DFR meeting and provides pdf plans (provided by Design) to attendees prior to meeting
- PM should consider inviting any critical Utility Companies to the DFR so that any impacts can be considered during the review.
- PM should prepare a list of discussion items before the meeting to ensure all critical items are covered.
- PM to coordinate with ROW to see if all ROW will be acquired in Fee Simple or if there are other options.
- PM and Design to coordinate with ROW if there are plan revisions (ex: retaining walls, alignment revisions, etc.) that need to be evaluated due to ROW impacts.
- Identify design variances and/or design exceptions and initiate documentation
- PM should take notes during the meeting and provide meeting minutes to attendees
- PM should provide attendee sign-in sheet to get contact information for distribution of the meeting minutes
- PM should follow up with any critical groups that did not attend the meeting.
- VE Study (if applicable) should be initiated

Resources:

- SCDOT to develop the list people that should be invited to the DFR

ROW Plan Development

Sub-Tasks:

- PM, Design and other SCDOT staff as needed analyze written comments from DFR plans and comments received at DFR to determine what revisions will be made.
- PM and Design to review and revise cost estimate and schedule based on preferred alternatives. Ensure P2S and STIP align with any revisions.
- RR coordination is continued through this process if needed.
- PM ensures that Design provides plans, cross sections, pavement design, typical sections, etc. to Traffic to begin preparation of MOT, P/M and Signals plans.
- PM ensures that Design prepares a preliminary geotechnical investigation and report (PGER)
- PM ensures that Design prepares a preliminary Hydraulic Design Report
- PM ensures that Design provides completed right of way plans to the Utilities Office and District Office to initiate final utility coordination and final railroad coordination, as necessary
- PM ensures that Design provides guidance on construction access needs and ensure all construction activities can occur in permitted areas

ROW Plan QC/QA

Sub-Tasks:

- PM to ensure proper QC has been done by Design Team prior to QA review
- PM and Design reviews plans 4 months prior to ROW obligation and plans are revised accordingly
- PM or Design submits revised plans and applicable reports for review and comment to Support, RCE, HQ ROW, District ROW, ESO, Utilities, and DCE for review 3 months prior to ROW obligation
- PM to ensure all comments are addressed/resolved
- PM to review and revise, as necessary, the project schedule
- Ensure documentation is completed for design variances and design exceptions.

Resources:

- PCDM-22 and PCDM-23
- QC and QA checklists have been created for the design disciplines of geotechnical, hydraulics/hydrology, roadway, and structures and can be found at online at www.scdot.org by searching "design quality"

Identify Special Provisions

Sub-Tasks:

- PM coordinates with Design, Utilities, ESO, and ROW to ensure special provisions are identified
- Ensure that the district construction engineer, RCE, and headquarters construction review any special provisions to confirm that the specifications will be clear to a contractor and enforceable by the construction engineer.

Resources:

Construction Plan Development

Sub-Tasks:

- Design staff finalizes plan development and calculates quantities
- PM/Design staff to obtain inclusions from RCE
- PM to obtain moving items and removal/disposal items from District ROW

Construction Field Review

Sub-Tasks:

- PM, Design and RCE to determine if a construction field review meeting on the project site is required.
- PM to coordinate with the Environmental Office to confirm that all environmental commitments are addressed in the plans and specifications.
- PM to coordinate with HQ Traffic Engineering and District to ensure traffic requirements are addressed in the documents.
- Construction (Headquarters & District) to examine the construction plans for completeness with emphasis on the estimated quantities.

Construction Plans QC/QA

Sub-Tasks:

- PM to ensure proper QC has been done by Design Team one month prior to QA review
- PM and Design to initial the documents and submit to Support for QA review
- PM to refer to PCDM-15 for submittal dates for Support to perform QA review

Resources:

- PCDM-15 (Obligations Chart)
- QC and QA checklists have been created for the design disciplines of geotechnical, hydraulics/hydrology, roadway, and structures and can be found at online at www.scdot.org by searching "design quality"

Finalize Special Provisions

Sub-Tasks:

- PM to ensure Project-Specific Special Provisions are gathered for submittal to the letting prep.
- PM to coordinate with Operations staff for historical sample special provisions if necessary.

Resources:

- Plan submittal checklist

Construction Plans Completed

Sub-Tasks:

- PM to ensure the QC/QA comments are addressed and plans are initialed by Support
- PM to ensure distribution of final construction plans to project team as needed
- PM to ensure that quantities are entered in P2S (including landscaping and moving items)

PS&E Package

Sub-Tasks:

- Submit PS&E package to Operations in accordance to the PCDM-15 and PCDM-18
- PM to verify that funding is available based on the Engineer's estimate (see PCDM-15 for distribution date)
- PM to attend Pre-Let meeting or communicate with Contract Administration office to confirm project status.
- PM & RCE to review proposal

Resources:

- PCDM-15 (Obligations Chart), PCDM-18
- STIP

Construction Authorization

Sub-Tasks:

- PM to attend let review meeting and report on funding status.
- If bid is approved, then, will adjust funding authorization in P2S

Resources:

Municipal Agreement

Municipal Agreement

Sub-Tasks:

- PM to identify municipality or stakeholder maintenance items that need agreements
- PM provides letter, copy of preliminary plans, and Municipal Agreement to Municipality for authorization
- PM delivers original executed Municipal Agreement to ROW Office

Resources:

- Municipal Agreement Template (ROW form)

R/W

ROW Acquisition Estimate

Sub-Tasks:

- PM submits final signed ROW plans to Operations two months prior to ROW obligation date.
- Headquarters ROW will provide ROW estimate to PM for concurrence.
- PM ensures there is adequate funding to cover the estimate prior to providing concurrence.

ROW Authorization

Sub-Tasks:

- PM to ensure NEPA document is approved on all federally funded project prior to ROW authorization.
- PM to check overall project budget and revised construction estimates as necessary
- Ensure final ROW plans are provided to Utility and RR coordinators for coordination and Update Stakeholders and Sponsors.

ROW Acquisition

Sub-Tasks:

- PM provides assistance to the ROW agents as needed during acquisition to explain project plans, consider ROW revisions to the plans, or other options.
- PM serves as agency witness in the event of any depositions or condemnations.
- PM Coordinates with Design on all ROW revisions and submitted revised sheets to Operation according to PCDM 18

Resources:

- ROW Acquisition Manual
- PCDM 18

ROW Certification

Sub-Tasks:

- PM to ensure plans are submitted to R/W for certification on all federally funded projects that do not require any R/W
- The Right of Way Office is responsible for providing the Right of Way Certification to FHWA, Program Manager, Obligation Management and Director of Construction Office two months prior to letting

Resources:

- Certification Example

Environmental

Environmental Field Studies

Sub-Tasks:

- PM coordinates with ESO to provide necessary documentation to initiate NEPA studies

Public Involvement Plan

Sub-Tasks:

- PM coordinates with ESO to prepare Public Involvement Plan

Resources:

- Public Involvement Policy

Identify and Screen Preliminary NEPA Alternatives

Sub-Tasks:

- PM, Design, ESO and other SCDOT departments/staff as necessary to discuss alternative alignments and impacts.
- PM to coordinate review and comment of the screening for alternative alignments with members of the project team and provide comments to ESO and Design
- Project team to determine alternative(s) cost and schedule

Identify and Analyze NEPA Reasonable Alternatives

Sub-Tasks:

- Project team to evaluate NEPA Alternatives via impact matrix
- Project team identifies Preferred NEPA alternative

Resources:

Public Information Meeting

Sub-Tasks:

- PM to coordinate with ESO to set up Public Information Meeting (PIM).
- PM to provide Public Involvement Coordinator the necessary information to create a project website.
- PM to coordinate with ESO and the Designer to prepare displays.
- ESO will provide posting requirements for PIM notifications/communications which may include ads, mailers, signage, website, etc.
- PM is responsible to acquire a meeting location and arrange for law enforcement personnel to be present at the PIM for security.
- PM to ensure that the necessary personnel are present for the PIM
- PM to submit first bridge letter for bridge replacement projects requiring detours according to EDM 36
- The PM is responsible to ensure responses are provided to public information comments and to determine the feasibility of revising plans to address public comments.

Resources:

- Public Involvement Policy (Need a Copy of latest Draft)
- EDM 36

NEPA Alternative Analysis

Sub-Tasks:

- The ESO is responsible to coordinate with regulatory agencies and the PM support ESO's efforts as needed.
- PM to initiate a meeting(s) with Design and ESO to evaluate the design alternatives and assess their human and environmental impact. The Team will:
  - o Identify design alternatives
  - o Evaluate the NEPA alternatives via the impact matrix.
  - o Select the potential preferred alternative on which to advance design
- Once preferred alternative is selected ESO will prepare the environmental document

Resources:

- NEPA process
- Environmental Services Tool Shed https://www.scdot.org/business/environmental-toolshed.aspx

EA (Signed)

Sub-Tasks

- ESO is responsible to distribute environmental document to the PM and FHWA for review and comment
- ESO is responsible for revising the environmental document, as necessary, and submitting the document for FHWA's approval (with notification to PM of submission)
- ESO is responsible for distributing a copy of the approved environmental document to the Program Manager
- If an IAR (IJR or IMR) is required, approval of EA and IAR will coincide

Public Hearing

Sub-Tasks:

- PM to coordinate with ESO to set up Public Hearing.
- PM to work with ESO and the Designer to prepare displays.
- ESO will provide posting requirements for Public Hearing notifications/communications which may include ads, mailers, signage, website, etc.
- PM is responsible for acquiring a location and arranging for law enforcement personnel to be present at the Public Hearing for security.
- PM to ensure that a court reporter (stenographer) is present to record the Public Hearing
- PM to ensure that the necessary personnel are present for the Hearing.
- PM is responsible for provided presentation at the Public Hearing.
- The PM is responsible for ensuring responses are provided to public hearing comments and determining the feasibility of revising plans to address public comments.

Resources:

- Public Involvement Policy (Need a Copy of latest Draft)

FONSI (signed)

Sub-Tasks:

- ESO is to review with the PM any project changes that may have occurred since document approval, prepare the FONSI request, prepare public hearing certification package and submit documentation to FHWA.
- If the project requires FHWA approval of an Interstate Access Request (IAR) the approval must be obtained prior to submission of the FONSI.
- ESO is to provide a copy of the approved NEPA Document (Environmental Commitments Form included in NEPA document) & FONSI to Program Manager
- If necessary, the PM is responsible to coordinate with ESO and prepare project-specific portion of advertisement that the FONSI is approved
- ESO is responsible to complete the preparation of the advertisement and submit appropriately
- The PM is responsible to receive approved IAR [Interchange Modification Report (IMR) or Interchange Justification Report (IJR) from FHWA].

EA FONSI Review (for Re-Eval)

Sub-Tasks:

- The PM initiates ESO and Designer document review to ensure that nothing significant has changed during project development and that no action is necessary.
- The PM to ensure environmental commitments are addressed.

Permitting

Jurisdictional Determination

Sub-Tasks:

- ESO Permit Coordinator to initiate the JD, if required.
- ESO to advise the PM of any changes to JD.
- PM is to verify information in the CORPs letter is incorporated into the project.
- PM needs to confirm that the wetlands lines are acceptable.
- ESO to provide approved JD and any modifications to PM

Conceptual Mitigation Plan

Sub-Tasks:

- PM to coordinate with ESO to ensure that permit strategy and cost are accounted for in a project budget and schedule

Permit Application

Sub-Tasks:

- PM to coordinate with Design, ESO, Utilities and Traffic to determine that all needs are identified prior to environmental permit application submission
- The Environmental Office is responsible to prepare, submit, and coordinate necessary water quality permit, USACOE permit(s), navigable waters permit, and OCRM permit
- Design is responsible to prepare, submit, and coordinate NOI/SWPP package.

Permit Approval

Sub-Tasks:

- ESO to follow for Permit Approval (and provides a copy PM)

Permit Compliance Review

Sub-Tasks:

- PM provides final plans and special provisions to ESO to initiate Compliance review.
- PM ensures ESO comments are incorporated in Final Plans.

NOI (Stormwater)

Sub-Tasks:

- PM ensures signed NOI and sealed plans are provided to headquarters construction office

Resources:

- Copy of NOI

Utilities

Utility Notification Letter

Sub-Tasks:

- PM to ensure that the Utility Coordinator issues letter to utilities.
- PM must notify the Utility office to send the letter and indicate who will be performing utility coordination (Consultant or District).

Resources:

- Example Utility Notification Letter

Early Utility Coordination

Sub-Tasks:

- Utility Coordinator to meet with utility companies, discussing preliminary costs, schedule, large or small wet utilities, trying to determine each utility design criteria, help assist in SUE decisions, and coordinate the information received with PM and Design.

Resources:

- Utility Accommodations Manual
- Utility Conflict Matrix

Preliminary Utility Coordination/Conflict Avoidance

Sub-Tasks:

- PM to ensure that the Utility Coordinator meets and reviews preliminary ROW plans with utility companies to ensure all utility needs are accounted for. Need determination from utilities if they will be included in SCDOT permit, ROW needs, etc.
- PM to ensure that the Utility Coordinator discusses potential conflicts and options for resolution or conflict avoidance. Need to discuss timelines moving forward and get preliminary determinations of costs and utility company timelines. Need to determine whether any utilities require early relocation work (such as transmission with long lead times).

Resources:

- SCDOT Utility Accommodations Manual
- Utility Conflict Matrix

Preliminary Utility Report

Sub-Tasks:

- PM to ensures Utility Coordinator prepares and distributes Preliminary Utility Report to project team.
- Utilities to identify in-contract relocations details for R/W and Permitting (company, alignment, construction means and methods)

Resources:

- Utility Accommodations Policy

Final Utility Coordination

Sub-Tasks:

- The PM to ensure the Utility Coordinator initiates final utility coordination, as necessary. Informs utility companies of permitting responsibilities and obtain relocation plans from utility companies that intend to be included in SCDOT's letting package for environmental permit review
- The PM to ensure the Utility Coordinator has determined whether a utility window is needed in the construction contract
- The PM provides utility coordinator all project information regarding any aspects of the project that penetrate the ground level that could cause utility conflict.
- Utility to confirm all utilities in the Utility Coordination Matrix as no conflict, no cost, or UA in order to plan final budgets and schedules

Resources:

- Utility Accommodations Manual
- Utility Coordination Training Manual

Final Utility Agreements & Report

Sub-Tasks:

- PM to receive and distribute Final Utility Report to project team.
- PM ensures Final Utilities Agreements and Reports are submitted to the District Utility Coordinator and the Utilities Office for review and approval six months prior to construction letting
- Ensure that all in-contract utility relocations packages and/or special provisions are included in the project proposal.
- The PM to ensure that the District Office uploads all Utility Agreements to ProjectWise for Financial Analyst access.

Utility Certification

Sub-Tasks:

- PM ensures that utility coordination has been completed.
- PM completes the railroad portion of the utility and railroad certification and submits for state utilities engineer's signature.

Resources:

- Instructions for Completing and Filing a Certification of Utility and Railroad Coordination for Federally Funded Projects
- Railroad and utility certification form

Railroad

Initiate RR Coordination & Val Maps

Sub-Tasks:

- PM to request VAL Maps simultaneously with survey requests via survey request form
- The PM to initiate project coordination with RR Office

Resources:

- Railroad Project Process

Finalize RR PE Agreement

Sub-Tasks:

- The RR/Utility office coordinates, negotiates and executes the PE agreement
- RR Office to submit application, fees, and insurance requirements to RR for approval 60 days prior to conducting surveys or borings on RR ROW

Resources:

- Utility Accommodation Policy

RR Construction Agreement Coordination

Sub-Tasks:

- The PM submits the preliminary construction plans to RR Office

Resources:

- Utility Accommodation Policy

Finalize RR Construction Agreement

Sub-Tasks:

- The PM ensures the RR comments are addressed in plans/specs
- The RR/Utility office coordinates, negotiates and executes the construction agreement
- The PM programs/adjusts RR construction phase in P2S in accordance with construction agreement

RR Certification

Sub-Tasks:

- PM ensures that RR coordination has been completed.
- PM completes a portion of the RR certification and submits the form to the utility's office for execution.
- The PM submits final plans to utility office for distribution to railroad.

Resources:

- Railroad and utility certification form

Traffic

Traffic Analysis (counts/crashes/concept/MOT)

Sub-Tasks:

- PM and Designer need to request traffic counts, crashes, concept MOT (ex: temporary bridge or retaining walls, detours, etc.), pavement loading or any additional analysis needed from Traffic.
- Request traffic study from Traffic Engineering (TE), if necessary
- PM and Traffic to determine if the project requires Traffic to develop an Interstate Access Request (IAR). If required, it must be submitted prior to FHWA approval of the EA

Resources:

Traffic Signal ROW Blockouts

Sub-Tasks:

- Traffic to provide conceptual signing and traffic signal/ITS info as related to ROW – PM and Design to coordinate with Traffic

Traffic Engineering Plans (MOT, P/M, Signals)

Sub-Tasks:

- Traffic to Provide completed pavement marking, signing, traffic signal and ITS plans, TMP, special provisions and updated staging plans (work zone) as necessary to Design Manager
- Traffic or District to provide detour and signing plans

Letting

Construction Advertisement

Sub-Tasks:

- Once construction funds are authorized by FHWA, the construction advertisement is posted by the Construction Administrator's office.
- PM is to provide attendee list to Contract Administrator if there is a mandatory pre-bid conference

Resources:

- PCDM – 15 (Obligation Chart)

Letting/Bids Received

Sub-Tasks:

- PMs can attend the Letting in the Contract Administrator's office or view the "Apparent Low Bid" Information on the SCDOT Construction Extranet.
- PM to ensure adequate funding is available to cover the low bid, contingencies, and E&I and be prepared to report the status at the construction bid review meeting

Resources:

- SCDOT Construction Extranet
- AASHTOWare Project (formerly Transport)
- PCDM – 15 (Obligation Chart)
- FHWA guidelines on evaluation of bids

Construction Bid Review Meeting

Sub-Tasks:

- PM to attend and provide input regarding award recommendations (including funding status)
- PM to coordinate with Utility Engineer to ensure that all in-contract utility work has concurrence for award from the Utility Company.

Resources:

Construction Contract Award

Sub-Tasks:

- Bid information is evaluated by the Bid review committee to compare bids to the Engineer's Estimate and other competitive bids.
- Award Letters are issued by the Director of Construction's office, if the bid meets the criteria for award.
- PM to notify project sponsor(s) of award

Resources:

- Bid Reviews and Recommendations Leading to Contract Award and Execution

Construction Support

Sub-Tasks:

- PM to monitor project progress and budget throughout construction
- PM or Designer to submit Construction Revisions to Operations.

Resources:

- PCDM – 18

Categorical Exclusion (CE): Programmatic and Non-Programmatic Flowchart

Changed or Added Tasks and Subtasks from the 'Baseline' EA-FONSI Flowchart

Identify Engineering Alternatives

Sub-Tasks:

- PM, Design, ESO and other SCDOT departments/staff as necessary to discuss alternative alignments and impacts.
- PM to coordinate review and comment of the screening for alternative alignments with members of the project team and provide comments to ESO and Design.
- Project team to determine alternative(s) cost and schedule.

Finalize Public Involvement Plan

Sub-Tasks:

- PM coordinates with ESO to prepare Public Involvement Plan (PIP).

Resources:

- Public Involvement Policy

Public Involvement

Sub-Tasks:

- ESO will provide posting requirements for PIM notifications/communications which may include ads, mailers, signage, website, etc.
- Work with ESO and the Designer to prepare any necessary displays
- If a Public Information Meeting (PIM) is required, the PM is responsible to acquire a meeting location and arrange for law enforcement personnel to be present at the PIM for security.

Resources:

- Public Involvement Policy

- EDM 36

Identify Preferred Alternative

Sub-Tasks:

- PM, ESO, and Designer evaluate the Engineering Alternatives and identify the preferred alternative for the project. A summary of the analysis is developed/documented to provide support for the preferred alternative.
- The PM ensures that the preferred alternative along with the summary of the analysis is distributed to the PDT.

Resources:

Prepare CE (if programmatic)

Sub-Tasks:

- PM to assure that the ESO prepares the necessary documentation for non-programmatic CE for submission to FHWA for approval of the preferred alternative.

Resources:

Finalize CE

Sub-Tasks:

- PM ensures that the ESO follows with FHWA for approval for non-programmatic CE.

Review CE for Re-Evaluation

Sub-Tasks:

- The PM initiates ESO and Designer document review to ensure that nothing significant has changed during project development and that the CE is still valid.
- The PM to ensure environmental commitments are addressed via the design plans, special provisions, or other unique actions or requirement.

Non-Federal Funding and USACE Permit Flowchart

Changed or Added Tasks and Subtasks from the 'Baseline' EA-FONSI Flowchart

Identify Engineering Alternatives

Sub-Tasks:

- PM, Design, ESO and other SCDOT departments/staff as necessary to discuss alternative alignments and impacts.
- PM to coordinate review and comment of the screening for alternative alignments with members of the project team and provide comments to ESO and Design.
- Project team to determine alternative(s) cost and schedule.

Finalize Public Involvement Plan

Sub-Tasks:

- PM coordinates with ESO to prepare Public Involvement Plan (PIP).

Resources:

- Public Involvement Policy

Public Involvement

Sub-Tasks:

- ESO will provide posting requirements for PIM notifications/communications which may include ads, mailers, signage, website, etc.
- Work with ESO and the Designer to prepare any necessary displays
- If a Public Information Meeting (PIM) is required, the PM is responsible to acquire a meeting location and arrange for law enforcement personnel to be present at the PIM for security.

Resources:

- Public Involvement Policy (Need a Copy of latest Draft)
- EDM 36

Environmental Studies Report

Sub-Tasks:

- PM, ESO, and Designer evaluate the Engineering Alternatives and identify the preferred alternative for the project.
- The PM ensures that the preferred alternative along with the summary of the analysis is distributed to the PDT.

Resources:

Non-Federal Funding and Non-USACE Permit Flowchart

Changed or Added Tasks and Subtasks from the 'Baseline' EA-FONSI Flowchart

Identify Engineering Alternatives

Sub-Tasks:

- PM, Design, ESO and other SCDOT departments/staff as necessary to discuss alternative alignments and impacts.
- PM to coordinate review and comment of the screening for alternative alignments with members of the project team and provide comments to ESO and Design.
- Project team to determine alternative(s) cost and schedule.

Finalize Public Involvement Plan

Sub-Tasks:

- PM coordinates with ESO to prepare Public Involvement Plan (PIP).

Resources:

- Public Involvement Policy

Public Involvement

Sub-Tasks:

- ESO will provide posting requirements for PIM notifications/communications which may include ads, mailers, signage, website, etc.
- Work with ESO and the Designer to prepare any necessary displays
- If a Public Information Meeting (PIM) is required, the PM is responsible to acquire a meeting location and arrange for law enforcement personnel to be present at the PIM for security.

Resources:

- Public Involvement Policy (Need a Copy of latest Draft)
- EDM 36

Environmental Studies Report

Sub-Tasks:

- PM to assure that the ESO, and/or the Design Consultant, has prepared an Environmental Studies Report (ESR) that summarizes the engineering alternative analysis process and provides support for the preferred alternative.
- The PM ensures that the ESR is distributed to the PDT.

Resources:

Verify No JD Required

Sub-Tasks:

- PM to confirm with ESO that no Jurisdictional Determination (JD) from the USACE is required

Resources:

Permit Application (non-USACE)

Sub-Tasks:

- PM to coordinate with Design, ESO, Utilities and Traffic to determine that all needs are identified prior to permit application submission
- The Environmental Office is responsible to prepare, submit, and coordinate the necessary permits, including the water quality permit.
- Design is responsible to prepare, submit, and coordinate NOI/SWPP package.

Permit Approval (non-USACE)

Sub-Tasks:

- ESO to follow for Permit Approval (and provides a copy PM)