

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.

CTC Project Development Process for SCDOT-managed Construction Projects	
1	CTC selects project in accordance with their county transportation plan and submits a Request for Programming form to SCDOT's "C" Program Administration Office. All cost estimates provided from SCDOT should take into account entire project costs, not solely construction costs (see fee structure).
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 determines construction plans will be needed (as opposed to quantities and strip maps) and schedules an initial scoping meeting.
4	PM develops preliminary cost estimate.
5	CTC reviews preliminary cost estimate and submits revised Request for Programming , if necessary. "C" Program Administration Office updates P2S and CTC's monthly financial statement.
6	PM prepares initial project schedule and establishes let date.
7	PM requests eminent domain advertisement and survey, if applicable.
8	PM instructs SCDOT's Regional Production Group (RPG) to prepare Right-of-Way (ROW) plans.
9	PM requests pavement design from SCDOT's Office of Materials & Research, if applicable.
10	PM coordinates with SCDOT's Environment Services Office if any permits are needed or if they may be avoided, as necessary, and PM initiates utility coordination, as necessary.
11	PM schedules and performs field review and notes necessary revisions to the ROW plans.
12	RPG revises plans. PM revises schedule, if necessary. Revisions are periodically shared with the CTC.
13	PM reviews plans for accuracy and cost, then signs and submits plans for ROW acquisition. CTC concurrence is needed if the revised cost estimate is greater than the programmed amount.
14	ROW performs acquisitions and secures permissions, if applicable.
15	RPG prepares construction plans.
16	PM schedules and performs field review and revises construction plans, if necessary.
17	Utility office obtains permits and distributes to District Office, if applicable.
18	PM obtains municipal agreement, if applicable.
19	PM revises cost estimate based on construction plan quantities and historical unit prices to confirm project budget is satisfactory.
20	PM submits documents to the Letting Preparation Office and receives official engineer's estimate. CTC approves cost estimate, if necessary.
21	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.
22	SCDOT's Secretary of Transportation approves project award.
23	PM monitors project for expenses and modifies programming as required and as notified from SCDOT's Resident Construction Engineer.



"C" Program Administration Fee Structure

		DOT-ADMINISTERED CTCs		SELF-ADMINISTERED CTCs		
Administrative Fee		3% of Annual "C" Fund Apportionment ***		None		
STATE ROAD PROJECTS ****	Resurfacing	1% Engineering "Design" Fee*	6% Construction, Engineering, Inspection (CEI) Fee**	1% Engineering "Design" Fee*	6% Construction, Engineering, Inspection (CEI) Fee**	
	CONSTRUCTION	> \$200,000	12% Preliminary Engineering Fee*	14% Construction, Engineering, Inspection (CEI) Fee**	18% Preliminary Engineering Fee*	21% Construction, Engineering, Inspection (CEI) Fee**
		Between \$100,000 and \$200,000	13% Preliminary Engineering Fee*	14% Construction, Engineering, Inspection (CEI) Fee**	19.5% Preliminary Engineering Fee*	21% Construction, Engineering, Inspection (CEI) Fee**
		< \$100,000	14% Preliminary Engineering Fee*	14% Construction, Engineering, Inspection (CEI) Fee**	21% Preliminary Engineering Fee*	21% Construction, Engineering, Inspection (CEI) Fee**
NON-STATE ROAD PROJECTS		None		None		

* Preliminary engineering includes project management, engineering, plan preparation, right-of-way acquisition (excluding legal costs for condemnation, settlements, and judgments), and other costs necessary to develop a project to the point of receiving bids. The price quoted shall be full payment for SCDOT's services in developing the project. Should the cost of preliminary engineering be less than the lump sum price, no return or refund will be made to the CTC. Should the cost of preliminary engineering exceed the lump sum price, the overrun will be at SCDOT's expense. Should major changes be required in a project due to unforeseen circumstances or CTC action, an additional lump sum amount shall be requested from the CTC.

** CEI includes construction management and inspection services. The price quoted shall be full payment for SCDOT's services in constructing the project. Should the cost of contract field management be less than the lump sum price, no return or refund will be made to the CTC. Should the cost of contract field management exceed the lump sum price, the overrun will be at SCDOT's expense. Should major changes be required in a project due to unforeseen circumstances or CTC action, an additional lump sum amount shall be requested from the CTC.

*** This 3% administrative fee is charged annually by SCDOT's "C" Program Administration Office to each DOT-Administered CTC. It allows SCDOT to recover program costs that are not part of an approved SCDOT-managed "C" project. Some of these work items include the processing and payment of local project invoices, the creation of financial statements, and any project development activities prior to the project being approved by the CTC.

**** Although not considered a fee, SCDOT adds a contingency amount to each "C" project's construction budget for the ability to make minor field adjustments. This contingency amount becomes part of the project's construction budget. Upon project completion, any remaining funds from the project's construction budget is returned to the CTC. Typically, SCDOT adds a 5% contingency for resurfacing projects and a 10% contingency for new construction projects, however, the engineer may request to modify these amounts with justification.