



South Carolina  
Department of Transportation

July 23, 2012

**INSTRUCTIONAL BULLETIN NO. 2012-3**

**SUBJECT:** Dates for Assembling Information for Construction Obligations

**EFFECTIVE DATE:** July 23, 2012

**SUPERSEDES:** None

**RE:** None

Please follow the attached schedule when submitting project information for federal fiscal year 2013, beginning with the October 2012 construction obligation.



James W. Kendall, Jr.  
Preconstruction Support Engineer

**MHA**

**Attachment**

**ec:**

Mitchell Metts, Director of Preconstruction  
Leland Colvin, Director of Construction  
Jim Feda, Director of Maintenance  
Tony Sheppard, Director of Traffic Engineering  
Brian Keys, Asst. Chief Engineer for P, L, & D

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



## DATES FOR ASSEMBLING INFORMATION ON CONSTRUCTION OBLIGATIONS FOR FEDERAL FISCAL YEAR 2013 BEGINNING WITH OCTOBER 2012

7/10/2012

OBLIGATION MONTH	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
If project has <u>full FHWA oversight</u> , submit Complete Plans <sup>1</sup> to Preconstruction Support for <u>QA review</u> .	23-Jul	20-Aug	23-Sep	15-Oct	20-Nov	17-Dec	22-Jan	19-Feb	25-Mar	22-Apr	20-May	24-Jun
If project has <u>full FHWA oversight</u> , submit Letting Plans <sup>2</sup> to the Preconstruction Support Operations Center to prepare <u>PS&amp;E</u> .	20-Aug	17-Sep	21-Oct	12-Nov	18-Dec	22-Jan	19-Feb	18-Mar	22-Apr	20-May	17-Jun	22-Jul
For all other projects, submit Complete Plans <sup>1</sup> to Preconstruction Support for <u>QA review</u> .	27-Aug	24-Sep	28-Oct	19-Nov	28-Dec	27-Jan	25-Feb	25-Mar	29-Apr	28-May	24-Jun	29-Jul
Letting Preparation Engineer submits <u>PS&amp;E</u> to FHWA for <u>full oversight</u> projects.	10-Sep	8-Oct	12-Nov	3-Dec	8-Jan	11-Feb	11-Mar	8-Apr	13-May	10-Jun	8-Jul	12-Aug
For all other projects, submit Letting Plans <sup>2</sup> to the Preconstruction Support Operations Center to prepare <u>PS&amp;E</u> <sup>3</sup>	24-Sep	22-Oct	26-Nov	17-Dec	22-Jan	25-Feb	25-Mar	22-Apr	28-May	24-Jun	22-Jul	26-Aug
<b>Primary Review</b> to update obligation schedules	25-Sep	23-Oct	27-Nov	18-Dec	22-Jan	26-Feb	26-Mar	23-Apr	28-May	25-Jun	23-Jul	27-Aug
<b>Letting List completed and distributed to staff.</b>	27-Sep	25-Oct	29-Nov	20-Dec	24-Jan	28-Feb	28-Mar	25-Apr	30-May	27-Jun	25-Jul	29-Aug
Engineer's Estimate complete. Staff to submit Right of Way & Utility Certificates, etc. to Obligation Management Office for FHWA authorization process.	19-Oct	16-Nov	21-Dec	18-Jan	15-Feb	22-Mar	19-Apr	17-May	21-Jun	19-Jul	16-Aug	20-Sep
FHWA to authorize projects.	26-Oct	26-Nov	28-Dec	25-Jan	22-Feb	29-Mar	26-Apr	24-May	28-Jun	26-Jul	23-Aug	27-Sep
<b>Letting Review Meeting.</b>	29-Oct	26-Nov	2-Jan	28-Jan	25-Feb	1-Apr	29-Apr	28-May	1-Jul	29-Jul	26-Aug	30-Sep
<b>All Ad information</b> completed for Contracts Administration Office.	31-Oct	28-Nov	2-Jan	30-Jan	27-Feb	3-Apr	1-May	29-May	3-Jul	31-Jul	28-Aug	2-Oct
<u>Plans</u> to Engineering Reproduction Services.	1-Nov	29-Nov	3-Jan	31-Jan	28-Feb	4-Apr	2-May	30-May	3-Jul	1-Aug	29-Aug	3-Oct
<u>Advertisement printed in newspaper and posted on SCDOT website.</u>	5-Nov	3-Dec	7-Jan	4-Feb	4-Mar	8-Apr	6-May	3-Jun	8-Jul	5-Aug	3-Sep	7-Oct
<u>Proposals</u> to Engineering Reproduction Services.	8-Nov	6-Dec	10-Jan	7-Feb	7-Mar	11-Apr	9-May	6-Jun	11-Jul	8-Aug	5-Sep	10-Oct
<b>Plans and Proposals available to Contractors.</b>	13-Nov	11-Dec	15-Jan	12-Feb	12-Mar	16-Apr	14-May	11-Jun	16-Jul	13-Aug	10-Sep	15-Oct
<b>Deadline for issuing addenda to bid packages.</b>	5-Dec	2-Jan	6-Feb	6-Mar	3-Apr	8-May	5-Jun	3-Jul	7-Aug	4-Sep	2-Oct	6-Nov
<b>Date of Letting.</b>	11-Dec	8-Jan	12-Feb	12-Mar	9-Apr	14-May	11-Jun	9-Jul	13-Aug	10-Sep	8-Oct	12-Nov

<sup>1</sup> 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.

<sup>2</sup> 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 and a project transmittal form with the Letting Plans.

<sup>3</sup>The PS&E is comprised of Letting Plans, a bid proposal, and the engineer's estimate.

\$ Applicable to federally funded projects only

\* DEADLINES

\*SIGNIFICANT MILESTONES

\$ FHWA Requirement