

Memo

New Mexico Department of Transportation

SUBJECT: Design Directive
4-2004-Design (Production Schedule Submittals)

DATE: 4-June-2004

TO: Internal Project Development Engineers-North
(Ed Escudero, Joe Garcia, Bryan Peters, James Mexia)
Internal Project Development Engineers-South
(Benny Martinez, David Trujillo, Sixto Martinez, Charles Ortiz)

FROM: Roy P. Maestas
Internal Design Bureau Chief

FILE REFERENCE:
PSESHARE:Design Directives

Commencing with the June 2004 Project Management Team Meeting ("PMTM"), the Project Development Engineer ("PDE") shall meet the new deadline for Production Schedule submittals as follows:

- PMTM will be held on the third Tuesday of the month.
- The new Production Schedule submittal deadline is the Monday following PMTM.

Currently, the standard practice is to provide a two-month lag between the Production Schedule submittal and the advertisement of the project. However, exceptions to the standard practice (one-month lag) have occurred quite often suggesting that more time is required to complete the design/project development of a project impacting the time required for the advertising process. To better facilitate the design/project development and advertising processes, the change in the production schedule has become necessary. Refer to the attached calendar for milestone events.

It is critical that the PDE provide their Section Managers a realistic status of their projects for discussion at PMTM. Decisions on establishing Production Schedule submittals will be made based on the status provided at PMTM. Delivery of the final package for advertising will then be expected the Monday following PMTM. Refer to the attached for a checklist of the items required for a Production Schedule submittal.

If there are conditional certifications, the PDE shall initiate a Memo to the Design Division Director for signature and the conditional certification shall be included in the Production Schedule submittal.

As a reminder, the Design Directives reside in the PSESHARE drive. General Office staff will utilize the \\asgopinon\pshare drive to access the Directive. District staff can access the Directive utilizing the appropriate District drive as indicated below:

District 1	\\d1flsv03\design\$
District 2	\\d2flsv01\public\pse_section
District 3	\\d3flsv03\ps&e_section
District 4	\\d4flsv04\designshared
District 5	\\D5flsv02a\D5Design
District 6	\\d6flsv02\pse_section

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DISTRIBUTION LIST

Steve Harris
Larry Velasquez
Ken Fischer

PROJECT DEVELOPMENT-NORTH

Ruben Garcia
Mike Martinez
Antonio Valdez
Greg Hagman

PROJECT DEVELOPMENT-SOUTH

Dennis Peralta
Rick Padilla
Andrew Gonzales
Mike Kirby
Steve Trujillo
Daniel Maes
Vince Gonzales
Steve Ader

BRIDGE SECTION

Jimmy Camp
Zann Jones
Sherman Peterson
Chun Kim
Ted Barber
Steve Quintana

P. S. & E. SECTION

Yolanda Roybal
Sally Gomez
Ron Trujillo, Steve Hemphill
Eugene Padilla
Daniel Bustamante
Jeri Romero, Christine Griego
Norbert Baca, Arthur Romero

PROJECT SCHEDULING UNIT

Kenny Lujan
Edwin Varela
Bob Bachicha
Juliet Armijo Pana

PRELIMINARY DESIGN

Max Valerio

CONSULTANT PROJECT DEVELOPMENT SECTION

Joe Sanchez
Louie Pacheco
Jerry Trujillo
Hooshang Tavanaiepour
Paul Lindberg
Stephen Lopez
Rick Roybal

DRAINAGE

Raymunda Van Hoven
Farshad Omidvaran
Reza Afaghpour
Parviz Eftekhari
Scott Lowe
Jeff Lowry
Jose Silva
Andrew Nowak

TRAFFIC TECHNICAL SUPPORT

Steve Rodriguez
Jawadi Salahuddin
Kathleen Garcia

PROJECT PLANNING BUREAU

Ray Alexander
Steve Eagan
Brian Danielson

CONSTRUCTION OVERSIGHT

Lee Onstott
Keun-Wook Yi
Tim Chavez
Robert Salazar
Betty Helgeson
Robert Garcia
Mike Pope

ENVIRONMENTAL SECTION

Steve Reed

ENVIRONMENTAL GEOLOGY SECTION

Kathy Kretz

RIGHT-OF-WAY BUREAU

Ron Noedel

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SURVEY & LANDS ENGINEERING SECTION

Ed Rios

DISTRICT ENGINEERS

- 1/Alvin Dominguez
- 2/Gary Shubert
- 3/Tom Raught
- 4/Severiano Sisneros
- 5/John McElroy
- 6/Larry Maynard

ASSISTANT DISTRICT ENGINEERS

- 1/Paul Gray/Paul Little
- 2/Paul Zagone/Ralph Meeks
- 3/Mike Plese/Kathy Trujillo
- 4/Peter McDonald/Abel Esquibel
- 5/James Gallegos/Miguel Gabaldon
- 6/Fernando Trujillo/Tom Kratochvil

DISTRICT TECHNICAL SUPPORT ENGINEERS

- 1/Frank Guzman
- 2/Ismael Dominguez
- 3/Dennis Valdez/Mark Fahey
- 4/Ken Cordova
- 5/Phil Gallegos
- 6/Robert McCoy

DISTRICT TRAFFIC ENGINEERS

- 1/Harold Love/Maria Hinojos
- 2/Bob Kurtz
- 3/Tony Abbo
- 4/Heather Sandoval
- 5/David Martinez
- 6/Barry Lytle

MATERIALS LABORATORY

John Tenison
Jim Stokes
Dave Catanach
Bob Meyers

FHWA

Kathy Walker
Will Dooley
Eric Worrell
Carl Lovato
Frank Lozano

ACTIVE CONSULTANTS

Alan Soltani, Atkins-Benham
Hermant Patel, Aztec Engineering
Albert Thomas, Bohannon-Huston, Inc.
Paul Waters, BPLW
Mike Brazie, CH2MHILL
Charles Stubbs, Chavez-Grievess
Kent Dibble, Dibble & Associates
Luis Duffy, DMJM + Harris
Dave Maxwell, Engineers Inc.
Mike Malloy, Gannett-Fleming West, Inc.
Steve House, HDR Engineering Inc.
Kim Kemper, Huitt Zollars, Inc.
Lawrence Ortega, Lawrence Ortega
Thomas Densford, Louis Berger Group
Kent Freier, Molzen-Corbin & Associates
(Albuquerque)
John Montoya, Molzen-Corbin & Assoc.
(Las Cruces)
Joann English, North Sound Consulting,
Inc.
Chris Baca, Parsons Brinckerhoff Quade &
Douglas
Fernando Quiroga, Quiroga-Pfeiffer
Engineering Corp.
Joseph Chato, Red Mountain Engineers, Inc.
Elvidio Diniz, Resource Technology
Robert Smith, Smith Engineering Co. (Abq)
Tom Dick, Smith Engineering Co.
(Roswell)
Jim Smith, Souder Miller & Associates
Kim Stelzer, Tampa Bay Engineering
Jim Dolbear, The Larkin Group
Nevin Harwick, TransCore ITS, Inc.
Peter Hinckley, URS Greiner Woodward
Clyde
William Ventry, Ventry Engineering
Scott Perkins, Wilson & Company

TYPICAL LETTING CYCLE

PS&E Section NMDOT

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		6/1/04	2	3	4	5
6	7	8	9	10	11	12
13	14	15 PMTM (3rd Tuesday of the month) Go/No Go Date	16	17	18	19
20	21 Production Deadline for Package Submittal; PSE Section Submits Plans to Reprographics Section	22	23	24	25	26
27	28	29	30	7/1/04	2	3
4	5 BO-46 (46 days before Bid Opening) Submit Authorization Request to FHWA	6	7	8	9	10
11	12	13	14	15 BO-36 Approval from FHWA to Advertise Projects	16 BO-35 Notice of Invitation For Bids released to newspapers	17
18	19	20	21	22	23 BO-28 1st Day of Advertising; 4 weeks before Bid Opening	24
25	26	27	28	29	30	31
8/1/04	2	3	4	5	6	7
8	9	10	11 BO-9 Final Addendum Issue Date Except Postponements	12	13	14
15	16	17	18	19	20 BO BID OPENING	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35

PRODUCTION SCHEDULE SUBMITTALS

P. S. & E. Section

Unless otherwise noted, paper submittals are requested. Check Yes, No or NA as appropriate for each Required Submittal. Provide the Additional Information Requested.

SUBMIT CHECKLIST AND REQUIRED SUBMITTALS DIRECTLY TO YOLANDA ROYBAL.

CN:	Yes	No	NA
Final Plans (No further revisions after submittal has been made are allowed). Bridge Plans need to be signed by Bridge Section.			
Signed Environmental Commitments Sheet When submitting plans, it is assumed that the Environmental Commitments Sheet has been signed by Steve Reed. Plans will be printed as received and will not be reviewed prior to printing.			
For Book Projects submit Environmental Commitments Sheet electronically to Steve Reed. When Sheet has been finalized the Environmental Section will provide an original signed Sheet to the PSE Section (Yolanda Roybal). The PSE Section will provide a copy to the appropriate Designer.			
Earthwork Runs, if applicable			
Cross Sections, if applicable			
R/W Certification			
Utility Certification			
Final Cost Estimates (Detail Estimate and Proposal Estimate)			
Estimator File (.he file) via Diskette or E-mail (Consultant and District projects only). E-mail to yolanda.roybal@nmshtd.state.nm.us			

Additional Information Requested

Contract Time*	
Environmental Clearance Date (Provide Date Only)	
Archaeological Clearance Date (Provide Date Only)	

* It is assumed that the contract time requested has been approved by the Assistant District Engineer.