

Memo

New Mexico Department of Transportation

SUBJECT: Infrastructure Design Directive
IDD-2005-03 (Project Advertising Deadlines)

DATE: 26-May-2005

TO: Infrastructure Division
Transportation Design Community

FROM: Steven P. Harris 
Infrastructure Division Director

FILE REFERENCE:
PSESHARE:Design Directives

To assure that the Statewide Transportation Improvement Program ("STIP") and Governor Richardson's Improvement Partnership ("GRIP") programs are met, it is critical that the following processes are adhered to:

Plans, Specifications and Estimates ("PSE") Reviews

Controlling Regulation: 23CFR 630B

- PSE Reviews are required for all federally funded projects. The required elements to hold a PSE Review are a complete set of plans, specifications and estimates. Before the Department can advertise and solicit bids for construction, the PSE Review package (i.e. plans, specifications and estimates) must be approved by FHWA/State Oversight Engineers
- The standard of holding PSE Reviews will also pertain to projects funded with 100% State funds.
- The PSE Review date will establish the Production date with a preferred 4-week separation. The Project Development Bureau Chiefs shall request approval from the Division Director for an exception to this requirement.
- If a PSE Review is held 6 months prior to the project being advertised, a second PSE Review must be held to update specifications.
- PSE Reviews require a minimum 2-week review period. Review packages distributed shall include a complete set of plans and an estimate. The PSE Section shall establish the Special Provisions required. The 2-week review period allows the time for the Design team to ensure that specifications and plans are in conformance with each other.
- Incentive/Disincentive Clauses (Notice to Contractors) shall be finalized at the PSE Review and shall be coordinated with the PSE Section.
- Innovative Contracting Methods (i.e. Dual Day, Bidding Alternates, Bidding Options, A+B+C Bidding) shall be finalized at the PSE Review and shall be coordinated with the PSE Section.
- R/W and Utility clearances are required for the PSE Review. If not finalized, conditional certifications are to be initiated by the Project Development Engineer ("PDE") in coordination with the appropriate R/W manager. Division approval must be obtained before the Production Deadline.
- Environmental/Archaeological clearances are required for the PSE Review. If not finalized, conditional certifications are to be initiated by the PDE in coordination with the Environmental Program manager. Division approval must be obtained before the Production Deadline.

Infrastructure Design Directive (IDD-2005-03)

26-May-2005

Page 2

Plans, Specifications and Estimates ("PSE") Reviews (Continued)

- 401/404 permits are required for the PSE Review. These permits are incorporated in the contract documents and are required to define any special conditions that must be met by the contractor.
- Detail Estimates must be complete before the PSE Review and shall include all final funding breakouts in accordance with the latest approved STIP/GRIP program. If further assistance is required, contact the Funding Control Section.

Program Management Team Meeting ("PMTM")

- A realistic status of projects is required at PMTM. Decisions on establishing Production Deadlines will be made based on the status provided at PMTM.
- PSE Reviews must have been conducted prior to PMTM for a project to be considered complete for advertising.

Production Deadlines

- A commitment that the project is ready to be advertised at PMTM is the assurance that the package will be submitted in accordance with Production Deadline. The Production Deadline is the Monday following PMTM.
- The following is required for a Production submittal:
 - 1) Final Plans. No further revisions after submittal has been made will be allowed. Changes after final plan submittal will be addressed through addendum.
 - 2) Signed Environmental Commitments Sheet.
 - 3) Earthwork Runs, if applicable.
 - 4) Cross Sections, if applicable.
 - 5) R/W and Utility Certifications.
 - 6) Environmental/Archaeological Clearance Dates.
 - 7) Final Preliminary Detail and Proposal Cost Estimates. Detail Estimates must include final funding breakouts. The Preliminary Detail Estimate shall reflect the items and quantities on the Summary of Quantities.
 - 8) Estimator file for consultant- and District-lead projects.
 - 9) Contract Time. Coordinated with the Assistant District Engineer.

The attached checklist reflects the required items above and is required as part of the Production submittal to the PSE Section.

Submit all of the above in one complete package in accordance with the Production deadline.

Conforming to the above provides the standards allowing for the STIP/GRIP programs to be met. Attached is a schedule of milestone events defining project advertising deadlines.

As a reminder, a February Production is required to advertise State-funded projects while an August Production is required to advertise Federal-Aid projects.

It is requested that District Technical Support staff follow the same process for their designs.

Infrastructure Design Directive (IDD-2005-03)

26-May-2005

Page 3

General Office staff is to utilize the [\\asgopinon\pseshare](#) drive to access the Directive. District and Regional Office 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

Infrastructure Design Directive (IDD-2005-03)

26-May-2005

Page 4

DISTRIBUTION LIST

Andres Aragon-Viamonte
Ken Fischer
Ernest Archuleta

PROJECT DEVELOPMENT NORTH ("PDN")

Roy Maestas
Rusty Rodke

PDN-Blue Section

Joe Garcia/Mike Martinez
Ed Escudero/Antonio Valdez
Bryan Peters/Greg Hagman
Ozvaldo Reyes-Alicea/David Quintana

PDN-Green Section

Dennis Peralta
David Trujillo/Mike Kirby/Daniel Maes
Sixto Martinez
Benny Martinez/Andrew Gonzales
Charlie Ortiz/Richard Salazar
Steve Ader

PROJECT DEVELOPMENT CENTRAL

Dennis Valdez
Mark Fahey/Larry Vigil
Mohamad Assaad/Priscilla Benavides
Jerry Trujillo
Steve Lopez
Paul Lindberg
Hooshang Tavanaiepour

PROJECT DEVELOPMENT SOUTH

Wayne Preskar
Gabriela Contreras-Apodaca

DEVELOPMENT SUPPORT SERVICES

Max Valerio

Project Scheduling Unit

Kenny Lujan
Bob Bachicha
Juliet Armijo Pana

Drainage Section

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

Bridge Section

Jimmy Camp
Ted Barber
Joan Bowser
Zann Jones
Ray Trujillo
Tim Marrs
Sherman Peterson

P. S. & E. Section

Yolanda Roybal
Ron Trujillo
Eugene Padilla/Daniel Bustamante/Dean Serna
Jeri Romero/Christine Griego
Sally Gomez
Norbert Baca/Ron Romero

Traffic Technical Support Section

Steve Rodriguez
Jawadi Salahuddin
Kathleen Garcia
Brad Julian
Rhonda Lopez

CONTEXT SENSITIVE SOLUTION

Joe Sanchez
Louie Pacheco
Ricardo Roybal
Carlos Ruiz

STATE CONSTRUCTION BUREAU

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

STATE MAINTENANCE BUREAU

Tom Raught

ENVIRONMENTAL DESIGN

Kathy Kretz

Human and Natural Resources Section

Steve Reed

Environmental Geology Section

Kathy Kretz

Infrastructure Design Directive (IDD-2005-03)

26-May-2005

Page 5

LAND MANAGEMENT

Ed Rios

Survey & Lands Section

ROW/Utilities Section

Ron Noedel

PROJECT PLANNING BUREAU

Ray Alexander

Steve Eagan

Brian Danielson

DISTRICT ENGINEERS

1/Alvin Dominguez

2/Gary Shubert

3/Larry Velasquez

4/Paul Gray

5/John McElroy

6/Larry Maynard

ASSISTANT DISTRICT ENGINEERS

1/Paul Little/Harold Love

2/Paul Zagone/Ralph Meeks

3/Mike Plese/Kathy Trujillo

4/Mike Pope (Acting)/Abel Esquibel

5/James Gallegos/Miguel Gabaldon

6/Fernando Trujillo/Tom Kratochvil

ENGINEERING SUPPORT

1/Frank Guzman

2/Robert Kurtz

3/

4/

5/Phil Gallegos

6/

DISTRICT TECHNICAL SUPPORT ENGINEERS

1/

2/

3/Ken Murphy

4/Heather Sandoval

5/

6/Robert McCoy/Donald Benninghoff

DISTRICT TRAFFIC ENGINEERS

1/

2/

3/Tony Abbo

4/

5/David Martinez

6/Barry J. Lytle

STATE MATERIALS

John Tenison

Jim Stokes

Bob Meyers

FHWA

Kathy Walker

Eric Worrell

Carl Lovato

Frank Lozano

Ryan Beach

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. (Albuquerque)

Tom Dick, Smith Engineering Co. (Roswell)

Jim Smith, Souder Miller & Associates

Kim Stelzer, Tampa Bay Engineering

Jim Dolbear, The Larkin Group

Jim Witkowski, TransCore ITS, Inc.

Peter Hinckley, URS Greiner Woodward Clyde

William Ventry, Ventry Engineering

Scott Perkins, Wilson & Company

PRODUCTION SUBMITTAL CHECKLIST

P. S. & E. Section (Development Support Services Bureau)

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

SUBMIT COMPLETED 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 to be signed by Bridge Section prior to production submittal.			
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 E-mail (Consultant and District projects only). E-mail to yolanda.roybal@nmshtd.state.nm.us			

Additional Information Requested

CONTRACT TIME (As directed by the Assistant District Engineer.)	
ENVIRONMENTAL CLEARANCE DATE (Provide Date Only.)	
ARCHAEOLOGICAL CLEARANCE DATE (Provide Date Only.)	

