



SUBJECT: Infrastructure Design Directive
IDD-2018-10
Project Advertising Deadlines

DATE: April 24, 2018

TO: Office of Infrastructure Divisions
District Offices
Transportation Design Community

FROM: Armando Armendariz, P.E.
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Office of Infrastructure Divisions

FILE REFERENCE:
PSESHARE:Design Directives

The following IDD shall be used to ensure consistency in the development of all projects to be let by NMDOT in relation to Project Advertising Deadlines. This IDD is to assure that the Statewide Transportation Improvement Program ("STIP") is met, it is critical that the following processes are adhered to:

Plans, Specifications and Estimates ("PSE") Reviews
Controlling Regulation: 23CFR 630B

- Effective the month of August 2011, a new project milestone in the Project Workflow will require that all Project Certifications, i.e. Environmental/Archaeological, Right-of-Way, Utility and Railroad, be completed by the PS&E review date. Any exceptions to this requirement will require justification and approval by the Chief Engineer
- PS&E Reviews are required for all federally funded projects. The Assistant Regional Manager will make the determination if the PS&E review can be scheduled.
- Before the Department can advertise and solicit bids for construction, the PS&E Review package must be approved by the State Construction Liaison Engineers
- The standard of holding PS&E Reviews will also pertain to projects funded with 100% State funds
- The PS&E Review date will establish the Production date with a preferred four (4) week separation. The Project Regional Design Managers shall request approval from the Chief Engineer for an exception to this requirement
- If a PS&E Review is held six (6) months prior to the project being advertised, a second PS&E Review must be held. This requirement also applies to shelf Projects.
- PS&E Reviews require a minimum two (2) week review period. Plans and an Estimate shall be made available to the attendees via a hyperlink to either a Department network or FTP site. A draft Contract Book in accordance with IDD-2016-03 shall be available at the PS&E review. All certifications shall also be available.
- The PS&E Bureau shall establish the Special Provisions required. The two (2) week review period allows the time for the Design team to ensure that specifications and plans are in conformance with each other.
- Project specific notice to Contractors shall be finalized at the PS&E Review and shall be included in the draft Contract Book.
- Innovative Contracting Methods (i.e. A+B or A+B+C Bidding) shall be finalized at the PS&E Review and shall be coordinated with the PS&E Bureau.

- 401/404 permits are required for the PS&E Review. These permits are incorporated in the contract documents and are required to define any special conditions that must be met by the contractor
- The Engineer's Estimate (EE) shall be completed before the PS&E Review to ensure that it's within the STIP programmed amount. If the EE exceeds the STIP programmed amount, contact the STIP Coordinator

Program Management Team Meeting (PMTM)

- PMTM is held on the second Thursday of each month
- A realistic status of projects is required at PMTM. Decisions on establishing Production Deadlines will be made based on the status provided at PMTM.

Project Production

- The Production Deadline is the fourth Monday of each month.
- Currently, the standard practice is to provide a two (2) month lag between the Production Schedule submittal and the opening of bids for the project. Refer to the attached example calendar for milestone events.
- The items required for a production submittal are reflected on the attached Production Checklist. The PDE shall submit the required items including the Production Checklist to the PS&E Bureau by 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.

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

CN EnterCN Production Checklist

PDE: EnterPDE (SelectRegionOrDistrict)
Termini: TerminiRouteMPtoMP
Production Deadline: EnterProductionDeadline
Submittal Date: PickDate

SUBMIT COMPLETED CHECKLIST AND SUBMITTALS TO PSE BUREAU MANAGER IN THE FOLLOWING ORDER.

Draft Contract Book	
Paper Copy Submittal	ContractBookStatus
Standard Project-Specific NTC's (NTC's)	
NTC Word Documents (Email to jeff.martinez@state.nm.us and yolanda.roybal@state.nm.us)	StandardProject-SpecificNTCStatus
Project-Specific NTC's (NTC's)	
NTC Word Documents (Email to jeff.martinez@state.nm.us and yolanda.roybal@state.nm.us)	Project-SpecificNTCStatus
Earthwork	
Earthwork Runs (Paper Copy)	EarthworkRunStatus
Cross Sections (Paper Copy)	CrossSectionStatus
Estimate	
PE Stamped/Signed/Dated Estimate (E&C and GRT not Required)	EstimateStatus
Estimator .xml File (Email to jeff.martinez@state.nm.us and yolanda.roybal@state.nm.us)	EstimatorStatus
Augmentation Form	
Augmentation	AugmentationStatus
Plans (100% Complete)	
One (1) Set of Original PE Stamped/Signed/Dated Plans and one (1) Copy Signed Environmental Commitments Sheet	PlanStatus EnvCommitmentSheetStatus
<hr/>	
Certifications/Checklists	
Paper Copies and Electronic Files to jeff.martinez@state.nm.us	
Environmental Clearance/SHPO Concurrence Document	Env/ArchStatus
FINAL Right-of-Way (ROW) Certification	ROWCertStatus
FINAL Utilities Certification	UtilityCertStatus
FINAL Railroad Certification	RRCertStatus
ITS Certification	ITSChecklistStatus
Checklists	
Work Zone Design Checklist	WorkZoneChecklistStatus
<hr/>	
Reports	
Geotechnical Report	GeoTechRptStatus
Other	
PS&E Review Meeting	PickDate
Contract Time	EnterDays,MandatoryCompletionDate ContractTimeStatus
PMTM Letting Date Status	EnterLettingDate or DesignateAsShelfProject

PRODUCTION REQUIREMENTS, Other Required Documents

Permits/Agreements

Maintenance Agreements (Status Only)

Signal Agreements	AgreementStatus
Lighting Agreements	AgreementStatus
Flasher/Beacons Agreements	AgreementStatus
Landscaping Agreements	AgreementStatus

401/404 Permits

401/404PermitStatus

Miscellaneous

Design Exceptions/Variations as per Current Design Directive

Electronic submittal required.

Design Exceptions

Design Exception(s)

ExceptionStatus
IndicateException(s)

Design Variations

Design Variance(s)

VarianceStatus
IndicateVariance(s)

Public Interest Finding (PIF) Proprietary Items (Status Only)

Proprietary Items (Federally Funded Projects)

PIFStatus
PIF Items

2016 OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13 PMTM	14	15
16	17	18	19	20	21	22
23	24 Production Deadline	25	26	27	28	29
30	31 Authorization Request to FHWA (9 Day Letter)					

2016 NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11 FHWA Approval to Advertise	12
13	14	15 Advertisement to Newspapers	16	17	18 Advertising in Bid Express for Contracting Community	19
20	21	22	23	24	25	26
27	28	29	30			

2016 DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 48 Hr Deadline (Std. Spec. 102.7)	15	16 Bid Opening	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31