

CONTRACTOR'S REQUIRED SUBMITTALS							
	ITEM	Prior to Scheduling Preconstruction Meeting (YES/NO)	Submittal Before Start of Related Work	Submit to:	Proposed Date of Submittal	Date of Submittal	
<b>GENERAL</b>	Sequence of Operations	YES		SDDOT, Area Office			
	DOT-202 Subcontracts	YES		SDDOT, Const. Engr.			
	DOT-209 Signature Authorization Letter	YES		SDDOT, Area Office			
	Prime Supt. With contact information	YES		SDDOT, Area Office			
	Subcontractor Foreman with contact info	YES		SDDOT, Area Office			
	Prime Contractor's Safety Policy (Company Safety Officer/Project Safety Rep./Special Safety Requirements for DOT Staff when in work area, etc.)	YES		SDDOT, Area Office			
	24/7 Traffic Control Person	YES		SDDOT, Area Office			
	Site Locations (Plant, Pit, Stockpile etc)	YES		SDDOT, Area Office			
	Location and start time of construction	YES		SDDOT, Area Office			
	Hours and shifts of work	YES		SDDOT, Area Office			
	Certified QC Personnel List	YES		SDDOT, Area Office			
	Haul Road Designation	YES		SDDOT, Area Office			
	Haul Road Agreement (DOT-45)			2 weeks	SDDOT, Area Office		
	Landowner Agreements if any	YES			SDDOT, Area Office		
	See DOT-14/Material Manual for Certification and Acceptance Sample Requirements.			Refer to Tier system	SDDOT, Area Office		

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<b>LABOR, EEO, DBE, TERO, OJT</b>	EEO #007 (Prime & Each Sub)	YES		SDDOT, Area Office			
	Contractor's EEO Policy Documentation	YES		SDDOT, Area Office			
	EEO#1391		Week including July 15th	SDDOT, Civil Rights Program			
	Training Programs/Trainee Names to be utilized	YES		SDDOT, Area Office			
	Original trainee registration form		within 2 weeks after training begins	SDDOT, Civil Rights Program			
	EEO#15 - Trainee Status Report (to Civil Rights Office)		within 30 days of final pay period of the month	SDDOT, Civil Rights Program			
	Approved TERO Compliance Plan for Prime, Subs and Suppliers	YES		SDDOT, Area Office			
	List of DBE firms on project	YES		SDDOT, Area Office			
	DOT-289 Certification of DBE Payments			Within 30 days of project completion	SDDOT, Area Office		
	Prime Contractor's & Subcontractor's Certified Payroll Report to Office of Labor Compliance			within 7 days following weekly payment of wages.	SDDOT, Office of Labor Compliance		
	DOT 270, Authorization Form for Preconstruction Meeting	YES			SDDOT, Area Office		

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ENVIRONMENTAL	Temporary Permit to Use Public Waters for Highway Construction Purposes		YES	<a href="#">SDDENR, Water Rights Program</a> *		
	Temporary Discharge Permit	YES		<a href="#">DENR, Surface Water Quality Program</a> *		
	SWD General Permit - Contractor Certification Form (Attachment C)	YES		<a href="#">DENR, Surface Water Quality Program</a> *		
	Mining Permit	YES		<a href="#">DENR, Minerals &amp; Mining Program</a> SDDOT, Area Office		
	Construction Plan for work in Topeka Shiner Streams	YES		SDDOT, Environmental Office *		
	Fish transfer at locations designated as T.S. Streams		2 DAYS (minimum)	SDDOT Biologist *		
	Asphalt or Concrete Plant Operating Permit	YES		SDDOT, Area Office		
	Timeline for measures to protect sites identified for avoidance		YES	SDDOT, Area Office and SARC/Tribal Monitor		
	Written notice of work on known contaminated material		30 DAYS	SDDOT, Area Office, and DENR		
	Written notice of work on known contaminated material		7 DAYS	SDDOT, Area Office		
	Notice of installation of safety fence at archaeological sites and/or earth disturbing activities near listed sites		7 DAYS	Archaeological Research Center and/or Tribal Monitor *		
	SWPPP	YES		SDDOT, Area Office		
	Air Quality Construction Permits (Rapid City Area only)		YES	<a href="#">Rapid City, Air Quality Division</a> *		
	Construction Activities for Contractor Furnished Materials Sites, Waste Sites, Plant Sites, or Others outside project plan limits					
	Amendment approval to project's coverage under General Permit for Storm Water Discharges Associated with Construction Activities	YES		<a href="#">DENR, Surface Water Quality Program</a> *		
Archeological Clearances (SHPO/THPO)	YES		<a href="#">Archaeological Research Center</a> or other qualified professional in the field of <a href="#">archaeology</a> SDDOT, Environmental Office *			
Threatened & Endangered Species Review	YES		<a href="#">SD Ecological Services Field Office</a> *			
Wetland Determination and Section 404 of CWA	YES		<a href="#">US Army Corps of Engineers, Omaha District</a> *			

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<b>MATERIALS AND SURFACING</b>	Quality Test Samples for various aggregates		3 WEEKS	SDDOT, Materials Lab		
	Asphalt Concrete Class D, E, G, HR and S. Submit stockpile gradations and stockpile, additives and binder samples for mix design.		3 WEEKS	SDDOT, Materials Lab		
	Asphalt Concrete Class Q. Submit stockpile gradations, stockpile samples, binder sample and mix design for verification.		3 WEEKS	SDDOT, Materials Lab		
	DOT 97 for Asphalt Concrete Composite	YES		SDDOT, Area Office		
	Notification of Quality Test Sampling (to be witnessed by DOT)		Prior to sampling	SDDOT, Area Office		
	QC Plan	YES		SDDOT, Area Office		
	DOT 57, Supplier's Certification Class M Concrete	YES		SDDOT, Area Office		
	DOT 24, Contractor Concrete Mix Design along with all necessary supporting documentation	YES		SDDOT, Materials Lab		
	DOT 77, Supplier's Certification Controlled Density Fill	YES		SDDOT, Area Office		
	Blasting Plan	YES		SDDOT, Geotechnical Engr. *		
	Edge Drains - Manufacturer's details, specifications and installation requirements and Contractor's installation plan.		2 WEEKS	SDDOT, Area Office		
	Material Supplier List	YES		SDDOT, Area Office		
	Pre-Blasting Survey		2 WEEKS	SDDOT, Geotechnical Engr. *		
Compatibility Results and Production tests for Asphalt Surface Treatment		2 WEEKS	SDDOT, Area Office			

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<b>STRUCTURES</b>	False Work Plans and Temporary Works Plans with design calculations sealed by PE (jacking plans, temp supports & shoring plans, cofferdams, temp span wire traffic signals, etc.)		2 WEEKS	SDDOT, Bridge Const. Engr.		
	Shop Plans/Drawings with design calculations sealed by PE		2 WEEKS	SDDOT, Bridge Const. Engr.		
	Paint Enclosures		2 WEEKS	SDDOT, Bridge Const. Engr.		
	Paint Residue samples for leachable lead content testing		2 WEEKS	SDDOT, Bridge Const. Engr. *		
	Drilled Shaft Plans		2 WEEKS	SDDOT, Bridge Const. Engr.		
	Welding Procedures (wps)		YES	SDDOT, Bridge Const. Engr.		
	Welder Certification Test Results, for issuing green card		2 WEEKS	SDDOT, Bridge Const. Engr.		
	Cold Weather Concrete Procedures (late season deck pour)		YES	SDDOT, Bridge Const. Engr. *		
	Temporary work Platform, Channel Crossing or Diversion plans	YES		SDDOT, Area Office		
	Pre-Pour Inspection		2 WEEKS	SDDOT, Bridge Const. Engr. *		
	Segmental Block MSE Walls - 2 copies of Design Calculations and Construction Plan		2 WEEKS	SDDOT, Bridge Const. Engr.		
	Large Panel or Wire Face MSE Walls - 3 copies of Design Calculations, Shop Plans and Construction Plan		30 DAYS	SDDOT, Bridge Const. Engr.		
	Pile Monitoring - Request for Subcontractor Approval		30 DAYS	SDDOT, Geotechnical Engr.		
	Dynamic load testing report		7 DAYS POST	SDDOT, Geotechnical Engr.		
	Detailed plan for reaction frame and loading apparatus		30 DAYS	SDDOT, Geotechnical Engr.		
	Static load testing report		14 DAYS POST	SDDOT, Geotechnical Engr.		
Pile Hammer Specifications	YES		SDDOT, Area Office			

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<b>ROADWAY LIGHTING AND SIGNALS</b>	Breakaway or Fixed Base Luminaire Pole with Arm, XX' Mt Height		1 WEEK	SDDOT, Office of Road Design		
	Breakaway or Fixed Base Luminaire Pole with Twin Arms, XX' Mt Height		1 WEEK	SDDOT, Office of Road Design		
	Pedestal Signal Pole		1 WEEK	SDDOT, Office of Road Design		
	Signal Pole with XX' Mast Arm and Luminaire Arm		1 WEEK	SDDOT, Office of Road Design		
	Signal Pole with XX' Mast Arm and Twin Luminaire Arms		1 WEEK	SDDOT, Office of Road Design		
	Roadway Luminaire, XXX Watt with Photoelectric Cell		1 WEEK	SDDOT, Office of Road Design		
	X (1-5) Section Vehicle Signal Head (LED Traffic Signal Module, Signal Head Backplates, Signal Head Mounting Hardware)		1 WEEK	SDDOT, Office of Road Design		
	Master Controller		1 WEEK	SDDOT, Office of Road Design		
	Traffic Signal Controller (Controller Cabinet, Controller Cabinet Power Supply, Interface Panel, Conflict Monitor/MMU, Load Switches, Signal Flasher Unit, Bus Interface Unit)		1 WEEK	SDDOT, Office of Road Design		
	Detector Unit		1 WEEK	SDDOT, Office of Road Design		
	Pedestrian Signal Head with Countdown Timer		1 WEEK	SDDOT, Office of Road Design		
	Pedestrian Push Button		1 WEEK	SDDOT, Office of Road Design		
	Pedestrian Crossing Sign		1 WEEK	SDDOT, Office of Road Design		
	48 Strand Fiber Optic Cable		1 WEEK	SDDOT, Office of Road Design		
	Emergency Vehicle Preemption Unit		1 WEEK	SDDOT, Office of Road Design		

\* Verbal or written notification must be given to the Area Office.

Office Addresses	Phone Numbers
SDDOT, Const. Engr., 700 E. Broadway Ave., Pierre, SD 57501	605-773-3571
SDDOT, Civil Rights Program, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3540
SDDOT, Office of Labor Compliance, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3795
DENR Water Rights Program, Joe Foss Bldg, PMB 2020, 523 E. Capitol, Pierre, SD 57501-3182	605-773-3351
Archeological Research Center, PO Box 1257, Rapid City, SD 57701	605-394-1936
SD Ecological Services Field Office, 420 S. Garfield Ave., Suite 400, Pierre, SD 57501-5408	605-224-8693
SDDOT, Environmental Office, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3268
SDDOT, Building B - Materials Lab, 104 S. Garfield Ave., Pierre, SD 57501	605-773-3401
SDDOT Bridge Const. Engr., 700 E. Broadway Ave., Pierre, SD 57501	605-773-3285
SDDOT, Office of Road Design, 700 E. Broadway Ave., Pierre, SD 57501	605-773-3433
SDDOT, Geotechnical Engr., 700 E. Broadway Ave., Pierre, SD 57501	605-773-3401