



NORTH CAROLINA
Department of Transportation



Local Project Management Training

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March 2, 2017

Contract Proposal

- Contract Proposal

<https://connect.ncdot.gov/municipalities/Pages/Bid-Proposals-for-LGA.aspx>

- Step by step process for developing bid proposals
- Checklists (State projects/Federal projects)
- Links to other resources
- First time users guide

- Use Line-Up Sheet – see LPMO Handbook for more information

https://connect.ncdot.gov/resources/Specifications/Specification%20Resources/01_LineUpSheets_Construction_Projects2012.pdf

https://connect.ncdot.gov/resources/Specifications/Specification%20Resources/02_LineUpSheets_Resurfacing_Projects2012.pdf

- Check effective dates for Specs when updating proposals.
 - Do NOT use AIA, EJCDC or SCO Specs – often causes conflict.
 - Division or Contract Standards will approve
 - Minority Goals
 - Need Line Item Estimate at this point for goal setting
- Division Goal Committee meets each 2nd and 4th Thursday 8:30am

Specialty or Proprietary Items

- Avoid if at all possible.
- If using name brand items, must list 3 brands and also “or equivalent”.
- Specialty Items **MUST** be approved well in advance of letting. i.e. trash cans on a streetscape project where matching existing trashcans on previous projects is desired. Approval could take several weeks!

Construction

- Advertising and Letting a Construction Contract can only occur after Construction funds are authorized.
- Construction Administration is accomplished by the LGA in accordance with the NCDOT Construction Manual.
- NCDOT will provide oversight through the Division Office or a Resident Engineer's Office.
- NCDOT must accept the final project before final reimbursement can be made.

Construction Authorization

Items Needed:

- R/W Certification
- Approved NEPA document
- Approved Plans and Proposal
- Approved Line Item Estimate

Next Step by NCDOT:

- LADA memo and Request Memo internally at NCDOT, Request to FHWA

Concurrence in Award

Items Needed:

- Bid tabs
- All forms filled out by bidders
- Letters of Intent from listed DBE subs
- Resolution from Council OR proof of delegation to Manager, etc.
- Letter from Town requesting Concurrence

Construction

- Issues :
 - Advertising before Construction Authorization
 - Waiting too long between Authorization and Advertising
 - Issuing NTP before NCDOT Concurrence in Award
 - Inspection and Testing costs over 15% of Construction cost
 - Releasing Contractor before NCDOT acceptance of Project

Construction Inspection/Oversight

Your Responsibilities:

- Daily Inspection/Observation
- Testing by NCDOT Certified Inspectors at frequency required by DOT Specs.
- Get Change Orders approved by NCDOT PRIOR to the contractor doing the work, even if it's only for time. Must be on NCDOT Form 880LG
- Oversight

NCDOT Responsibilities:

- Answer your questions
- Review Change Orders and Claims.
- Audit

Invoices to NCDOT

- Reimbursement Request (up to 80% of elig. expenses)
(See LPM Handbook for complete procedure)
 - Cover letter to NCDOT:
 - Basic project information
 - Amounts paid by project work phase
 - Bills paid by LGA (summary of invoices)
 - Phase-specific items (e.g., material testing – QA & QC rpt)
 - Actual invoices from consultants
 - Subcontractor payment report
 - Evidence of LGA's payments to consultants and contractors

Reimbursement

- Can occur throughout the project as costs are incurred, but must occur at least once every 6 months
- LGA pays full invoice from designer, contractor, CEI firm, etc. ; NCDOT reimburses agreed upon % of eligible costs up to amount in agreement.
- Final Reimbursement will not occur until project is complete, accepted by NCDOT, and all reporting and other requirements have been accomplished.
- DOT will bill LGA for the local match on all DOT charges to the project or any expenditures over the agreement amount, at the end of the project.

Reimbursement

- Issues we've seen:
 - Invoices without all supporting documents
 - Not Invoicing NCDOT every 6 months
 - Sales Tax not deducted before Reimbursement Request (Dept of Revenue, not NCDOT, reimburses your sales tax)