

ACEC / NCDOT Project Delivery Subcommittee Notes
November 2, 2023

Staff Changes:

Joey Hopkins is the Secretary
Chris Peoples is the Chief Operating Officer
Lamar Sylvester is the Chief Engineer
Boyd Tharrington is the Deputy Chief Engineer
Div Engineer in 8 is Reuben Blakley
Patrick Norman has gone to the NCTA

Legislative Update:

- NCDOT is hoping to have some items for the short session including the bonds.
- Senate Bill 512 was recently enacted which impacts the structure and appointments of the Board of Transportation. The bill has been vetoed by the Governor and the veto was recently overridden by the Legislature. The Governor has filed a lawsuit challenging the constitutionality of this law and has requested that the court grant a preliminary injunction that keeps the current structure of the board in place until a final decision is made by the court. The court heard the motion for a preliminary injunction on November 1st which was the date of our next Board meeting. Due to the court hearing, management decided to reschedule our next Board meeting to Wednesday, November 15th, 2023.

Technical Services Update:

Subconsultant Assignments

A memo will be going out shortly on NCDOT Professional Services Contracts. The memo will emphasize to consultants that as a holder of a NCDOT professional contract, they are to notify all subconsultants under the contract of work assignments made by the Department regardless of any particular subconsultant's engagement level under a particular task order. All subconsultants are to be notified once the Department provides notice to the Consultant and before the scoping meeting occurs.

Question was asked if the memo's purpose is to meet the requirement of the contract or to make sure the prime uses the sub. Answer: Yes to both. The intent is transparency between the assignments made and the team.

Question was asked if the prime has to notify even if only a plan review. Per Robert Stroup it is for ALL new work according to the contract.

PS&E and 15 month meetings

- PS&E Turn In Review: The meeting will be held for projects that are 6 weeks and 2 weeks away from PS&E turn in. The purpose of this meeting is to confirm that a project is ready for advertisement. The expectation is that projects submitted at PS&E turn in are complete in design, calculations, and have all the required permits, certifications, agreements, etc. The chair of the meeting will determine if the project gets advanced to CS&D for advertisement or if a schedule change is needed.
- 15 Month Meeting: The meeting will solely focus on central let TIP projects that are 15 months away from the let date. Discussions at the meeting will help determine if the projects are ready to advance to the 12-month let list and to identify all necessary items that will be required for funding the construction phase. The department's goal is to publish a dependable 12-month let list consisting of projects that have a high probability of being let according to the schedule.

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It was stressed that NCDOT expects pencils down at PS&E turn in. If items are not complete it causes addendums and high bid prices. There was discussion on the consultants getting multiple comments from different sources with minimal turnaround time. It seems to be more of an issue for division managed projects that are centrally let as they are getting comments from central that may not match what the divisions said. It appears to be more of an issue of what goes into SharePoint. May need Nicole to assist the divisions on where to put information.

NCDOT also mentioned that a [PS&E Checklist](#) has been created to ensure that all is done and complete.

Prequalification Requirements Review

Per the request of our Secretary, NCDOT has been reviewing the prequalification requirements of our discipline codes to ensure that they are not too narrowly focused. The department is about done and have added a few more codes.

QA/QC Checklists

NCDOT has invested a significant amount of time coming up with the checklists on the [Connect PM website](#). The expectation is that everyone will be using these lists. When a deliverable is submitted to NCDOT, also submit the QC checklist. Signatures have been added to the QC checklist, so the department knows who did the QC in each firm. Geotech and Utilities are still working on some of their checklists and will get posted as soon as they are vetted internally. It was stated again that ALL lists are being required at this time. The goal is that if the checklists are utilized, the quality of the submittals will go up. The signatories are responsible for the QC of the product.

Site Distance Training

It has come to the department's attention that bridges (bridge replacement projects) are being constructed with sight distance issues, esp at interchanges. Signals or all-way stops are being put in to address the situation. NCDOT is encouraging everyone that does design (internal and external staff) to go to the upcoming training that will be through NCDOT's CLEAR Lunch and Learn. Note that it has been scheduled for November 30 and if you wish to be notified of the Lunch and Learn Trainings go to <https://connect.ncdot.gov/projects/Value-Management/Pages/default.aspx>

Project Wise

An internal NCDOT memo came out that states that as a result of input from our consultant partners, that the department will continue to require the delivery of submittals in ProjectWise; however, it is not required that projects be housed on NCDOT servers during the development of the submittals. Consultants do have the option to use the managed workspace on NCDOT servers but they will retain responsibility for the data backups for all task order assignments per contract requirements.

Question was asked by industry what was meant by more information on managed work spaces per the memo. Answer is that one of the main advantages to ProjectWise is to have managed work space where everyone is working on the same thing and that has its advantages. NCDOT will be going through all the risks submitted by the consultants and internal staff to find a way to mitigate or eliminate the risks and move to a managed work space down the road. The intent is to include our industry partners.

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Updates to Consultant Evaluations

The NCDOT Consultant Evaluation template has been updated to help improve the process to be more efficient (i.e. digital signatures), and NCDOT will be updating internal guidance on the evaluation system with a job aid. The PM typically evaluates the prime that they are working with, and now the technical units can evaluate a sub as well. What NCDOT wants is for the PM to review the overall project with the prime, and the technical unit to evaluate the deliverables. At the scoping meeting the PM should know who is doing what and the consultant should provide the names that should receive the evaluations.

Project Management Unit

The unit is still struggling with having invoices rejected.

- Invoices – August 10 memo
 - Internal invoice and cover sheet need to have SAP (exact format) name and address.
 - Make sure you have attached time sheets for cost plus POs
 - If invoice gets rejected for missing documentation or correction, it is much better for our admin staff if PEF resubmits the complete invoice package (can submit omitted progress report but beyond that resubmit)
- POs
 - Ensure account initiation request tab is properly completed.
 - Ask PM if you have questions.
 - Make sure to LOCK INITIAL ESTIMATE RESULTS prior to entering final man day estimate.
 - Use SAVE FILE AS FIRM button at the bottom of the kitchen sink to ensure proper naming convention.
 - Use the Hide Unused Rows and Columns button on each page as necessary.

Roadway Updates

There is a [Scope of Services for ORD transformation](#) memo that has been distributed.

Roadway is due to have updates to the Roadway Design Manual this month. This is a living document as they continue to update, make items clearer, etc. Roadway will inform ACEC with a list of the changes. If interested in past iterations, they are on the [Roadway Connect site](#).

The Roadway Submittal Guidelines are currently being reviewed by the PM Leadership Team and will be inserted into the RDM.

No new news on the 3R Guidelines.

PSMU

The master schedule that is online should be up to date. The EAU LSC should be advertised December 15th and everything is in this one contract. The Western LSC is to be advertised in the spring and Eastern will be extended for its allowed 1 year renewal (full advertisement in Spring of 25). The Selection Committee is reviewing the SPSF LSC submittals and will have something by Thanksgiving. Waiting for final items for modal contracts (i.e. rail).

Workforce Discussion

We need a bigger and more concentrated effort for our industry. Work as one to PROMOTE the industry. Need a more focused and concentrated effort instead of everyone trying to do their own thing.

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Division Comments

Div 4: On the workforce front, they are doing things for Transportation Workers with elementary and middle schools - Touch a Truck days.

Industry Comments

IMD:

In the past, projects include any upgrades that are in the CTP. Now, consultants go through screening, IMD approves the accommodations and then they are being asked to coordinate with the LGA on additional improvements. IMD is asking the consultant to do additional coordination with the municipality if they had any additional needs above and beyond what is in the CTP or what IMD has already approved. This appears to leave the design open-ended. Notice it more on bridge projects. This should be an early conversation with stakeholder involvement when IMD first gets involved, but bridges may be a little harder because no project scoping report is required for bridge replacements. Because of this IMD is not as active in the first touch until plans start getting developed and is causing rework. Several examples were provided where this is causing project costs to escalate.

Distribution of Information:

The Committee discussed how memos can be distributed to get to the right people. Currently, most use the Transportation Directory contact since those are always updated. It was discussed on how NCDOT could post items. Maybe use the PSMU Consultant page to link folks to the technical units for updates, etc. Another thought was to have a list of one email per company and have that one email distribute internally within the company. Like a Service Account in NCDOT for each firm and one contact with NCDOT.