



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION


MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

October 14, 2008

MEMORANDUM

TO: District Engineers
Division Traffic Engineer
Division Roadside Environmental Engineer
Division Bridge Maintenance Engineer
Division Design-Construct Engineer

FROM: W. B. Hobbs, PE 
Division Project Manager

SUBJECT: Division Contracting Process

As you are aware, there has been a directive statewide to formalize the Purchase Order Contract letting process and have all projects let at the Division level. The purpose of this memo is to clarify how the process will work in Division One. Please keep in mind that this is a work in progress and is subject to change as we move forward.

All types of G.S. 136 contracts are subject to this process, including blanket contracts for guardrail repair, fencing, signal maintenance, etc. The exception to this applies to Fully Operated Rental Equipment. Each District/Department will continue to independently obtain quotes for Fully Operated Rental Equipment and administer these as you have done in the past.

We are currently planning to have two lettings each month in Division One. These will take place at 2:00 p.m. on the second and fourth Tuesdays. A Division Lettings Calendar has been developed to assist you in project planning. The Lettings Calendar can be accessed in Outlook by clicking on Open a shared calendar. Then copy and paste Dot Div 1 Lettings Calendar in the blank. Entries will be included in the Lettings Calendar for each of the following events: Date Data must be turned in to Division; Goal Setting Committee Date; Advertisement Date; Letting Date; Good Faith Effort Review/Bid Review Committee Date. The proposed dates have been entered for the remainder of 2008.

Initially, each District/Department will continue to compile proposals for work to be let to contract. Please include all Standard Provisions and any Special Provisions you will need to accomplish the work. Proposals (in Word format) and plans (in Microstation format) Engineer's Estimate (in Excel format) should then be forwarded to me electronically by email or FTS. Please also include a list of bidders you would like to solicit, if you have one. Please copy Chris Slachta on all correspondence, as we will be working closely together to get these let.

After review, projects will be advertised from the Division and posted on the Division website. A copy of the Proposal will be sent back to the District/Department (in PDF format) along with a final list of bidders to be solicited. Each District/Department will be responsible for entering RFQ's in SAP based on the final bidders list. RFQ's for bidders who download the proposal from the website and submit a bid will have to be entered after project letting. The RFQ for the successful bidder will be converted to a requisition at the Division.

During the three week advertisement period, all questions about the project from bidders should be directed to me. There will be many times I will have to call you to get answers and clarifications, but having a central point of contact should help insure consistency.

Following award, the project will be turned back over to the appropriate office for contract administration.

Implementation of this process will be effective immediately. If you have questions or need additional information, please let me know.

cc: J. D. Jennings, PE
S. D. Baker, PE
R. E. Capehart, PE
C. E. Slachta