



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

DATE: January 25, 2021

MEMORANDUM TO: Division Engineers

FROM: R. L. Keeter, PE
Chief Engineer

SUBJECT: Statewide On-Call CEI Task Orders

DocuSigned by:
Ronnie Keeter
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The 2020 Statewide On-Call CEI Services Agreements were executed in November 2020. This memo is written to provide direction for transitioning from the task orders issued under the 2017 Statewide On-Call CEI Services Agreements to the new 2020 Statewide On-Call CEI Services Agreements.

All 2017 Statewide On-Call CEI Task Orders should end by **March 31, 2021**. Divisions can begin closing the 2017 Task Orders as work completes on each task order. If work assigned under the task orders will not be complete by March 31, 2021, then the Division should create new task orders under the 2020 Statewide On-Call CEI Services Agreements to transition the remaining work associated with the task orders.

The following guidelines have been established for the creation and management of new On-Call CEI task orders to provide statewide consistency of this process for CEI services.

1. Task Orders may be set up at the Division level or at the Resident Engineer's office level. All Task Orders shall be scoped based on the 12-month workload projections.
2. Maximum duration of task orders is 12 months. Funds may be added to the task order to complete the work for the 12-month duration, but the duration cannot be extended. If the work associated with the task order is not complete in the 12-month duration, a new task order should be created.
3. The number of WBS Elements are not limited.

If task orders for the 2020 Statewide On-Call CEI Services Agreements have been created and approved for longer than 12 months, the Division should close those task orders at 12 months and create new task orders in accordance with the above listed guidelines.

Division Engineers

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Please contact Mr. Boyd Tharrington, PE or Ms. Sherell Williams of the Construction Unit if you have any questions or concerns.

RLK/srw

cc: Mr. C. A. Peoples, PE
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Division Construction Engineers
Resident Engineers
Mr. R. J. Stroup, PE
Ms. Mary Morton
Mr. E. B. Tharrington, PE
Ms. S. R. Williams