FAQ’s on PE Spend

1. Should we be moving forward with all preconstruction phases (PE, ROW, Utility Relocations) for Division 12 MLL projects?? Yes. There has been some confusion on this as some projects have ROW complete or nearing completion but Utility relocation PO’s / URA’s were rejected. Without relocating utilities, the let dates are in jeopardy. If there is a ROW issue with a specific project, please send the request to Heather Fulghum and Chris Peoples, or Byron Sanders (Western Utilities Coordinator), Tucker Martin (Central Utilities Coordinator), or Bo Hemphill (Eastern Utilities Coordinator) for Utilities. Currently, we are unaware of any cases where utilities work should be halted on 12 MLL.

2. Is construction on all Division Let projects going to be delayed until after 07/2020 unless it is bonded/grant funded or should we put them on the approval list on a project specific basis? Yes, they are delayed. Specific requests for exception should be sent to Louis Mitchell and Angela Stahl for review by the Chief’s Office.

3. If Division project lettings will be wholesale delayed, should we make schedule changes for all projects in the Division 12 MLL to move 12 months? For the Division 12 MLL slide everything 1 year except: Build Grant bridge projects (applies to Divisions 1-4,11,12 only) and any other project that has received approval to let before July 2020.

4. What is the process for requesting STIP project schedule changes? Who should PMs coordinate with? No changes should be submitted at this time; however, guidance will be provided later this month as a result of coordination with various business units that may be impacted.

5. Regarding STIP projects that are not on the suspension list, but outside of 12MLL. Are we authorized to continue working on the PE for these projects? In general, the answer is no. Send any specific requests Louis Mitchell and Angela Stahl for review by the Chief’s Office.

6. Are we authorized to proceed with utility relocations on parcels that have already been acquired, understanding this is charged to ROW? Each specific request should be sent to Louis Mitchell and Angela Stahl for review by the Chief’s Office.

7. Will LAP projects and TAP projects be affected by this suspension? It is understood we are not letting at TAP projects at this time unless it is urgent, but how do we proceed with development? Each specific request should be sent to Louis Mitchell and Angela Stahl. As it relates to TAP, note whether it has been authorized by Planning and Programming Division and whether it is for population less than 5000.

8. With LAP can you please provide guidance on ROW and construction. If active, the work should continue. If not, if PM is concerned about achieving a let date, run up chain through Louis Mitchell and Angela Stahl.

9. Any additional guidance on how to proceed with high hazard or spot safety projects? All W-safety or spot safety projects not on 12 MLL (central or Division) should be sent to Louis Mitchell and Angela Stahl for review by the Chief’s Office.

10. Are there any templates for notifying firms, MPOs/RPOs, municipalities of these delays? We want to be consistent with everyone else in getting the word out. We do not have any specific templates; however, the PM could consider providing a generic email noting NCDOT has temporarily suspended some projects, provide the link to memo which includes context/answer, and link to page where the live suspension list is located.


12. What about projects with an NTP in place- does the suspension list override? Yes, all projects should be suspended unless told otherwise.
13. Do we have to request to work on projects which are not on the 12 MLL if NCDOT staff is being utilized? No. NCDOT staff may strategically work on projects outside 12MLL at the approval of the Division Engineer.

14. On Economic Development projects, can we continue to hire firms? If not, can an exception be made to continue? If the work should continue, each request should be sent to Louis Mitchell, and Patrick Norman with copy to Angela Stahl.

15. Can we be more predictive and less reactive by developing tools to assist PMs and technical staff track PE, invoicing and percentage of completion? Can we put this along with Budgets into SAP? TS is currently reviewing SAP tools that will enable tracking these measures with anticipation that they will be rolled out soon on a trial basis. TS is also working with IT to develop better IT service to assist with push/pull of project/program information to/from Division Engineers, PMs, and technical staff.

16. Since we are now tracking invoices (accounts receivable) on a monthly basis, can we tie this to expenditures and put in SAP? Will the PEF be required to provide updated projected expenditures January and beyond? We are going to request payout schedules for all active projects through June 2020. TS is currently working with IT to develop a process to capture this information in SAP for establishing budgets, tracking expenditures, and projecting PE in the cash model.

17. Can all PMs be included in ROW updated list? The ROW list will be provided to all PMs.

18. For PE task orders where the scope has been finalized, should the PM negotiate mandays and issue the PO? It is recommended the mandays be negotiated and the PO not be issued. Once the project is reinitiated, the PM should coordinate with the PEF to see if the scope has changed, if the firm’s rates are still current, or if rework is required. As a result, the scope and mandays should be revisited at that time, proceeding with the scoping, negotiations, and PO issuance under the normal process.

19. How will suspended projects be restarted? Similar to how projects were suspended. TS is in the process of coordinating with the Chief’s Office, and shortly will be coordinating with the Divisions to identify projects to strategically restart as the cash balance stabilizes. In the meantime, it is recommended the Divisions begin to develop their priority list of recommendations for restart.

20. What if there is a project that is suspended which is an upcoming priority that will be greatly delayed if it isn’t restarted soon? Feel free to send your requests along with justification Louis Mitchell and Angela Stahl for review by the Chief’s Office.

21. The August 30, 2019 memo was sent out on August 30th, which might not have made its way to the PEF until several days later. How can the PEF know they should have stopped work when they weren’t notified until after the fact and can they invoice us for the days they worked until they were notified? The PM should know when the firm was notified and allow them to invoice for their services performed until suspended. The PM should also consider paying the PEF PM 1-2 days in order to document where the project was when it was suspended and what efforts will be required when the project is restarted.

22. What do I do if a firm will not invoice NCDOT on a monthly basis as outlined in the contract for professional services? If firms are delayed in sending their invoices promptly, the PM should contact the PEF at day 45. If still no response, the PM should contact the PEF at day 60 now inquiring the status of the two outstanding invoices. If still no response on day 75, the PM should contact the PEF and copy the PEF Principle in Charge (PIC) and Chris Werner. PMs should be tracking outstanding invoices monthly in order to stay on top of this.

23. When do I restart PE on a project that is about to enter the 12MLL? PE should be restarted 1 month out from entering the 12MLL. Monthly PE projections should be provided to TS at that time for the entire duration.