



Project Delivery Newsletter

Connecting the Dots in Preconstruction

Fall 2024

2024 Preconstruction Workshop Videos and Call for 2025 Topic Ideas



Thank you all for attending this year's Preconstruction Workshop. If you missed it, you can see all the session videos on our NCDOT Project Management and Delivery Connect site at the following [link](#).

Our next Preconstruction Workshop will be held March 17th and 18th, 2025 at the NCSU McKimmon Center. If you have any topic suggestions for the next Workshop, please use the survey [here](#).

NEPA and CE Agreement

NCDOT and FHWA recently approved a new **NEPA Categorical Exclusion (CE) Programmatic Agreement**. As with prior agreements, this 2024 Agreement defines our documentation requirements and approval procedures for NCDOT CEs. While there are not any major changes compared with our 2019

agreement, there are a number of clarifications and minor additions that will help us better document our decisions. Further training and templates will be forthcoming before the end of the year; the new Agreement should be used on all future CEs and the old Agreement should not be used after January 1, 2025.

PROGRAMMATIC AGREEMENT
for the

Documentation and Processing Requirements
for Federal-Aid Projects Classified as Categorical Exclusions

US Department of Transportation
Federal Highway Administration
North Carolina Division Office

and

North Carolina Department of Transportation

Approved: _____ Date: 10/28/2024

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PDN and Tools Update

The PDN has been updated and is available on the [NCDOT Project Management and Delivery website](#). The PDN was originally created to support project delivery & included opportunities to streamline. The changes to the PDN are to align it with current practices which are reflective of lessons learned since it was rolled out.



The look of the PDN has changed slightly, but the intent and the number of stages remain. Some updates that stand out are the addition of Project Manager Activity boxes in each Stage, moving the ROW Plan Complete Activity box to Stage 2, highlighting Estimate Activity boxes, and updating some Activity box titles. In addition, NCDOT disciplines are reviewing their activity write ups to ensure accuracy, active and correct links, and adding more context to help ID roles and responsibilities. The PDN is intended to be a living document, so comments are welcome via the form [here](#).

Along with the PDN, the MS Project Schedule and the Scope of Services Generator have also been updated and are now available on the [NCDOT Project Management and Delivery website](#).

A CLEAR Lunch & Learn Webinar to review these updates will be held on November 26, 2024 from 11:45 am to 1:00 pm.

NCDOT Division Staff Open Roads Training

NCDOT is excited to share that training sessions for NCDOT Division staff on OpenRoads and ProjectWise have wrapped up for our Central and Eastern Division teams! These sessions provided hands-on guidance in using the software, utilize ProjectWise and also review plans and 3D models more effectively. Due to the focus on recovery efforts in our Western Divisions, we're postponing

their sessions for now and will continue them early next year. The Training for Division will continue next year and will be tailored based on each Division's requests, so please reach out to **Vasim Barodawala** or **Bruce Duane** with any specific topics or workflows the CADD Integration Team to cover.



2024 Roadway Review List for Final Construction Plans

PDN Stage 4 – Contract Standards Checklist

SPOT ID/Project TIP #: [Click or tap to edit.](#)
 County: [Click or tap to edit.](#)

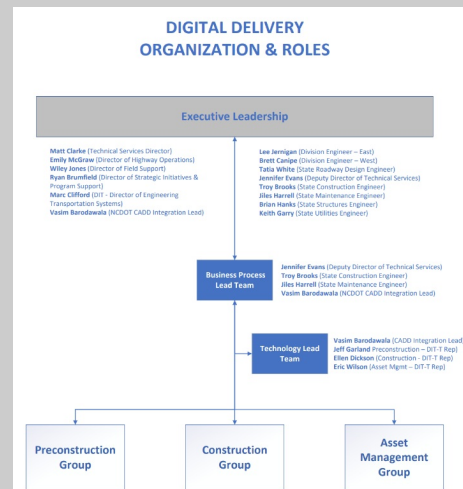
4CS1 Complete PS&E Package; Review List for Final Construction Plans

Item #	Review Item	Yes	No	N/A
General Items				
1	Ensure document sets for correspondence and roadway supporting documents are created on SharePoint according to the PS&E checklist for projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Create a combined PDF copy of all quantity sheets in the same order as the master pay item list. The first page should be the calculation of quantities cover sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Include the note "Structures Pay Item" for items on the Roadway plans covered by Structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Remove "PRELIMINARY PLANS DO NOT USE FOR CONSTRUCTION" labels from Final Plans sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The "Document not considered final unless all signatures completed" sticker should appear on the plans sheets to be sealed and design files containing information used to generate them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Approved Design Exception package is provided, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Right of Way revision notes removed from the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	TIP number is shown on all sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Plan sheet numbers for plans from all disciplines are included in the index of sheets for sheet 1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	If the sheet numbers have changed for any parcel since the plans were sent for Right of Way acquisition, verify the R/W sheet number appears in the title block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Complete and submit signed checklist for coordination of roadway and structure plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Place image of professional engineer seal with Engineer's name and license number. Multiple seals may be required on a single sheet. Electronic signatures may be applied but are not required at the initial turn in to Plans and Standards Management for plan review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Verify Pavement Management has reviewed plans for shoulder drain locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	If submitting printed plans, submit 34" X 22" cross section sheets if 30 sheets or less. Submit 17" X 11" cross section sheets if 31 sheets or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Ensure all individual pdf sheets are scaled 34" Wide X 22" High except as noted for cross sections above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Ensure plans include any environmental commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Project documentation contains correspondence from Division Right of Way related to NCDOT Standard Specifications sections 210 & 215	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Include a parcel index sheet for projects with 2 or more plan sheets starting with sheet number 3P-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Include bridge foundation recommendations in the Correspondence Docu-set on SharePoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Ensure the required roadway supporting documentation from the PS&E checklist is provided. Refer to the Roadway Design Manual Part II, Section 13.10 for further guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	At the time final plans are submitted to r, ensure a PDF of the AWP or PIQ estimate is uploaded on SharePoint following PS&E checklist guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Verify Geotechnical standard drawings and provisions provided are current. For Standard Drawings, compare drawing date to effective let date shown here: https://connect.ncdot.gov/resources/Geological/Pages/Geotech_Forms_Details.aspx For Standard Provisions, compare provision date to effective let date shown here: https://connect.ncdot.gov/resources/Geological/Pages/Geotech_Provisions_Notes.aspx	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The **Review List for Final Construction Plans**, often referred to as the Final Plans Checklist, was developed for the purpose of ensuring the plans were ready for review by our Contract Standards plan review group. Our processes and responsibilities changed significantly with decentralization, electronic plans delivery, and development of the PDN. This left the 2018 checklist in need of an update. A coordinated effort between Contract Standards and Roadway Design led to the 2024 Review List for Final Construction Plans found on the Contracts Resources page on connect.ncdot.gov. The checklist is required to be completed for all centrally Let plans and is a best practice to use for Division projects. The **PS&E Checklist** for Centrally LET Projects, maintained by PMU, and the **Roadway Design QC Checklist**, maintained by Roadway Design, both have the Review List for Final Construction Plans as an item on their checklists.

NCDOT Digital Delivery Vision

NCDOT has begun work to define the vision of Digital Delivery for NCDOT. The Executive Leadership is establishing the programmatic goals, and the Preconstruction, Construction, and Asset Management subgroups are establishing specific goals that they will accomplish in 2025. The short and long-term goals will be communicated in early 2025.



NCDOT OpenX Sample Project Plan Sets are Now Available!

NCDOT is happy to announce the release of NCDOT OpenX Sample Project Plan Sets!!! These sample plans have been organized by key project milestones, providing a clear and practical resource for the industry to visualize how sheets should appear at various stages of project development.

Why Use These Sample Plan Sets?

- **Visual Clarity:** Gain a better understanding of the expectations for plan presentation at different project milestones.
- **Guidance Across Disciplines:** Learn how to align with NCDOT standards across various project types and disciplines.

What's Included?

The initial release includes milestone-based sample plans from select project disciplines, offering comprehensive examples for reference. Additional plan sets will be made available over time as contributions are added by NCDOT project disciplines and in response to industry requests.

How to Access the Plan Sets

The sample plan sets are now available for viewing / download on the [CADD Integration Team site](#). Stay tuned for updates as we continue to expand this library of resources.

We Want to Hear From You!

If you have suggestions or need plans for specific scenarios, let the CADD Integration Team know by emailing [Vasim Barodawala](#) or [Bruce Duane](#). Your feedback and requests will help shape future additions to this growing collection.

Together, let's build a stronger, more consistent approach to project delivery. □

Complete Street Review Requests

The Integrated Mobility Division has completed 246+ reviews in 2024 and look forward to supporting Project Teams throughout the rest of the calendar year and into 2025. Complete Street review requests must be submitted via Smartsheet for Stage 1 and Stage 2 activities in the Project Delivery Network (PDN). All NCDOT Complete Streets Policy guidance materials are located online and questions may be addressed to the Complete Streets Program Manager [Joseph Furstenberg](#) or completestreets@ncdot.gov. Be on the lookout in 2025 for new and updated guidance regarding complete streets for maintenance resurfacing projects and updates to design guidance as federal and state resources are updated.



Aggregate Subgrade Revisions



In March of 2023, the GEU revised the Aggregate Subgrade section of the 2018 Standard Specifications primarily making changes to the geotextile terminology, installation orientation, and material type. Since then, questions have arisen about how to handle geotechnical reports with aggregate subgrade recommendations that were completed prior to this change. In response, the GEU recently issued a follow up memo addressing the aggregate subgrade geotextile pay item change. This memo applies to projects where the most recent aggregate subgrade recommendations do not include a quantity of

Geotextile for Subgrade Stabilization but instead, include a quantity of some other type of geotextile for the aggregate subgrade. This follow up memo outlines what the Roadway Design Engineer should do if the aggregate subgrade is only recommended as a contract contingency item vs. what the GEU will do if the aggregate subgrade is recommended for specific locations. For further details, please see memos for aggregate subgrade revisions located [here](#).

For additional information on the NCDOT Geotech Alerts click [here](#).

Repository of Subsurface Data

The NCDOT Geotechnical Engineering Unit (GEU) and Geographic Information Systems (GIS) Unit have completed the development of a repository for subsurface data from throughout the state of NC. This program will be updated as archiving of historic projects continues, and current projects are uploaded periodically after letting. The information is searchable in a text field website (requires NCID sign in) as well as a GIS map hosted on GO!NC ([NCDOT Boring Dashboard – Statewide](#)) (public). The links are available from the GEU website link shown below (scroll down for links under “Applications” on the right side of the page): <https://connect.ncdot.gov/resources/Geological/Pages/default.aspx>



If you have any questions or identify any errors in the data, contact [Michael Wang](#) of the GEU.

Project's Stream & Wetland Impacts Data Collection for Permitting Process

The Mitigation and Modeling Group (Mit & Mod Group) in the Environmental Analysis Unit (EAU) collects jurisdictional resource impacts for all relevant projects in the approved 10-year STIP. The project impact projections are compiled into a mitigation order provided to NCDMS, according to the latest NCDOT/NCDMS MOA, for their programming and procurement of the mitigation required by transportation project permits.



Mit & Mod Group is modernizing the process of collecting data for the estimated stream and wetland impacts. Previously, starting in October, multiple emails were sent asking PMs and PEFs to find projects and email the updates, which was tedious and time-consuming for everyone!

Our new online tool, Project Impact Analysis Tool, allows the PMs or PEFs to enter the impact information as the project progresses. Under the new process, impacts to streams and wetlands only need to be updated at the three PDN milestones indicated below during Stages 2, 3, and 4. Stream impacts are reported as linear feet (LF) and designated as Cold, Cool, or Warm Streams. Wetland impacts are reported as acres (ac.) and designated as Riparian, Non-Riparian, or Coastal Marsh.

PDN Milestones:

- Stage 1 - GIS Analysis – Performed by the Mitigation and Modeling Group
- Stage 2 – 2EP1 - Advance NEPA/SEPA Documentation
- Stage 3 – 3EP1 / 2RD4 - Revisit NEPA/SEPA Documentation / ROW Plan Completed
- Stage 4 - 3EN2 - Apply for Permits

Gaining Access and Tool Instructions can be found [here](#).

For mor information contact:

[Danielle Mir](#)
[LeiLani Paugh](#)

Work Zone Traffic Control Prequalification Requirements



The Work Zone Traffic Control Section categorizes projects into four levels of significance (1, 2, 3, & 4) based on their expected impact to traffic, with 4 being the least and 1 being the greatest level of significance. All projects on high speed, controlled access facilities are level 1 or 2 by default. Projects on other types of facilities are categorized based on other factors including traffic volumes, percentage of trucks, route designation, and the length of the project.

Guidelines for Determining Work Zone Level of Significance are posted [here](#)

To develop Transportation Management Plans (TMPs) for less significant projects (levels 3 and 4) a firm must be prequalified at discipline code 247. Discipline code 247 requires basic knowledge of traffic control and TMP development. To develop TMPs for more significant projects (levels 1 and 2) a firm must be prequalified at discipline code 541. Discipline code 541 requires demonstrated competence to handle traffic control needs for projects of varying complexities.

Detailed requirements for the discipline codes are shown [here](#).

Anyone with questions about the Work Zone Traffic Control Sections' prequalification requirements may reach out to [Zachary Clark](#).

Upcoming Lunch and Learns

Lunch and Learns hosted by NCDOT's Value Management Office, are a great way to learn more about transportation disciplines and NCDOT related topics. The Lunch and Learn sessions are open to NCDOT employees and industry partners, and are free. In addition, the sessions offer 1.0 CPE, CLE or PDH hours.

Upcoming Lunch and Learns:

- **Tuesday, November 26, 2024: PDN Updates**
- **Wednesday, December 4, 2024: Evolving Leadership and Changes in Transportation**
- **Tuesday, December 17, 2024: Data Governance**



To receive email notifications for upcoming lunch and learns, sign up [here](#). Past sessions can be viewed [here](#).

Consultant Service Account Email Addresses

In coordination with the ACEC / NCDOT Project Delivery Subcommittee, NCDOT has started obtaining service account emails from our consultants. Currently there is not a good way to pass along information to our industry partners in preconstruction to notify them of any updates for design, policy changes, etc. This list of service account emails can remain a constant for NCDOT while the firm updates the people attached to the service account. Please encourage your firms to submit their service account emails (not individual emails) [here](#). If you have any questions, please contact [Terry Canales](#) or [Jessica Luther](#).

Project Delivery Connection

Keeping you informed and engaged with NCDOT preconstruction updates

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