

LOCAL PROGRAMS OFFICE NCDOT

Division Design/Central-Let TIP Projects

Contract Officers in LPMO will monitor the 12-month let list and will contact the project manager listed to find out if the project meets the requirements for a municipal agreement. If the Division wishes to initiate a Municipal Agreement prior to a project appearing on the 12-month let list, then the Division may request in accordance with the guidance for Division –Let TIP Projects (below).

Division-Let TIP Projects

The Division Project Manager will be responsible for creating a request in the web application for a TIP Agreement if the project meets the requirements for a municipal agreement. The Division will coordinate signatures from the Municipality. The LPMO will obtain full execution from the Chief Engineer.

What if the Project is within Municipal Boundaries but does not meet requirements for an Agreement?

For Central-let Projects, the LPMO sends out a “No Impact Letter” to the Municipality to inform them of the project. Divisions may use this letter at their own discretion for Division-let TIP Projects.

Where do I find Department policies on cost share for additional work requested by the Municipality?

For Bicycle and/or Pedestrian Improvements, refer to the Bike/Ped Website for laws and policies at <https://www.ncdot.gov/bikeped/lawspolicies/>

Why do I need a Utility Agreement?

A utility agreement is needed when the Municipality asks the Department to include the relocation of municipal utilities (water and sewer) in the Department’s construction contract. By General Statute, the Municipality may be required to pay a portion or all costs of the non-betterment utility relocation, which will require a Utility Agreement. This Utility Agreement is requested by the Utilities Unit or by the Division. All other utility-type agreements are handled by the Utilities Unit.

For Utility Cost share, refer to https://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_136/GS_136-27.1.html

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TIP PROJECTS and MUNICIPAL AGREEMENTS

What is a TIP Project?

A TIP Project can be any project that the Department is letting. Typically, these projects are tracked on the 12-month let list (Central-let) or for Division-let, the Division has their own let list.

What is a Municipal Agreement?

A Municipal Agreement is an agreement between the Department and the Municipality where the TIP Project is located.

Why is a Municipal Agreement Needed?

A Municipal Agreement is needed because the project is:

- Within the boundaries of a Municipality
- AND
- The Municipality is participating in the project, for example:
 - Providing funding for project costs, or
 - Requesting additional work to be added, or
 - Requesting municipal utility relocation, or
 - Has responsibility for maintenance of part of the project.

When do I request a Municipal Agreement?

Agreements must be fully executed prior to advertisement of the TIP Project. If all the information needed for an agreement is complete, the process for execution takes at least three months. Please consider these timeframes when requesting an agreement.

Can a County enter into an Agreement with the Department on a TIP Project?

Yes, if the County will be responsible for project costs, betterment costs, or maintenance on a TIP Project.

Who Requests a TIP Agreement?

Central Design/Central-Let TIP Projects

Contract Officers in LPMO will monitor the 12-month let list and will contact the project manager listed to find out if the project meets the requirements for a municipal agreement. The LPMO will coordinate signatures from the Municipality and full execution by the Chief Engineer.