



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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Date: February 23, 2026

To: Division Engineers
Division Project Delivery Engineers
Project Managers

From: Patrick Norman, P.E. 
Chief Engineer

Subject: PS&E Uploads in Atlas Workbench for Central Let Projects

It is the goal of the Department to deliver a stable and predictable 12 Month Let List (MLL). This is an area of increased focus for the Chief's Office as we approach the beginning of SFY 27. Over the past year, the Technical Services Division and Contract Standards, along with the Chief Engineer's Office, have been evaluating the use of the ATLAS Workbench and Power BI reporting to facilitate the turn-in process for 100% PS&E package submittals on centrally let projects.

The ATLAS Workbench has been expanded to align with the current PS&E Checklist and includes questions to be answered regarding the individual project PS&E deliverable requirements in advance of entering the 12 MLL.

By requiring PS&E deliverables to be uploaded through the ATLAS Workbench, the documents are consistently named and stored in SharePoint. Additionally, the uploads are captured in a Power BI report that automatically completes the PS&E Checklist required for centrally let projects.

The combination of defined project deliverable requirements being established in advance of entering the 12 MLL and the tracking and reporting that will capture the upload of deliverables, allows an automated review, assessing the readiness of projects on the 12 MLL. This will focus meetings on the discussion of project risks and strategies instead of a report out of deliverable status. The standardization of naming and storage of deliverables will reduce staff time spent searching for project documents and will increase efficiency for staff involved in the letting process.

Beginning with the September 2026 letting, upload of final deliverables through the ATLAS workbench will be required for all projects on the central 12 MLL (not including alternative delivery and resurfacing style projects). In addition, completion of the

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project-specific PS&E deliverable requirements will be completed for the projects on the 15 MLL Meeting.

Project Managers that have projects letting centrally or on the 15 MLL in September 2026 can expect outreach from the ATLAS team to assist, as needed, since this is a change from our current process. NCDOT Value Management will host a lunch and learn and information will be shared at the upcoming NCDOT Preconstruction Workshop.

Thank you in advance for your support as we implement this improvement. If you have never logged into ATLAS or have any trouble logging in, send an email with your NCID to ATLAS@ncdot.gov.