



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

December 8, 2017

Memorandum To: Division of Highways
From: Tim Little, PE
Chief Engineer
Subject: Use of the Preconstruction SharePoint Application

The purpose of this memorandum is to communicate the expectation that the Division of Highways will use the Preconstruction SharePoint Application for all Design Bid Build projects that will be let in 2018 and beyond.

The Preconstruction SharePoint application allows NCDOT and its professional engineering firm partners to store transportation project design work in a consistent and organized way, with everyone on the project team having appropriate access to the contents. SharePoint is the official repository for most project information. It also allows for online sharing and collaboration with FHWA, MPOs, RPOs, and resource agencies. Key Documents for each project are easily identified and located, improving efficiency.

Central and Division users and many consulting firms have been ramping up their use of this application with about 1600 projects now up and running in the system. To ensure consistency, it is time for all of us to move to this process for all Design Bid Build projects. The Preconstruction SharePoint Application may be accessed at:
<https://connect.ncdot.gov/site/preconstruction>.

As we transition to the use of this application, guidance is provided with this memo to implement this policy for Design-Bid-Build projects, as well as information on training opportunities. Design-Build projects are being addressed separately.

We anticipate the use of the Preconstruction SharePoint Application will help us in our goal of delivering our transportation program effectively and efficiently.

Directive on Use of the Preconstruction SharePoint Application

Effective immediately (for Design Bid Build¹ projects let in 2018 and beyond), NCDOT will use the Preconstruction SharePoint Application at <https://connect.ncdot.gov/site/preconstruction>:

- **CADD materials** and associated working files developed by NCDOT will continue to reside in Project Store, using the NCDOT standard folder structure, for the time being. CADD files being transferred to and from consultants should be zipped up and the .zip files should be uploaded into the Preconstruction project in the appropriate discipline libraries.
- For all **new projects**, all deliverables² should be stored in Preconstruction in the appropriate library. NCDOT designers should store working documents there as well as final deliverables. Consultants should store all milestone deliverables there, at a minimum. All Key Documents will be marked accordingly, for easy identification later.
- For all **projects currently underway**,
 - Key Documents from all disciplines should be uploaded and marked, if the work in that discipline is not yet complete. *If the work for a given discipline has already completed, the project manager may choose to require the key documents to be uploaded and marked.*
 - Signed & sealed final plan sheets must be uploaded into document sets in the Final Plans library
 - Signed & sealed discipline-specific provisions must be uploaded into the Special Provisions library³
 - Disciplines not yet complete should upload non-CADD working documents (instead of putting them in Project Store) as well as final deliverables.
- **Completed projects** will remain in Project Store for now. They are not being migrated yet.

All of NCDOT and many consulting firms will have access to each project, so confidential files **should not be stored in either Project Store or on the Preconstruction project sites**. Official bidding estimates, man day estimates, consultant feedback and other confidential materials should continue to be stored elsewhere.⁴

¹ Design Build and Priority Projects currently have a separate process. Maintenance projects may be stored in the Preconstruction sites, using a specific project naming convention.

² Photogrammetry files, Congestion Management modelling data sets and other files individually greater than 150MB in size should not be stored in SharePoint. CADD files should be grouped into zip files that are each 150MB or less in size for upload.

³ Updated guidance on preparation and submission of these provisions will be provided by CSDU.

⁴ See NCDOT management for guidance on where to store specific types of confidential materials.

To ensure that your documents are easily found for years to come, please ensure all relevant fields are filled in and the document is named well.

- The Topic field is the equivalent of the name of the folder the document is filed in; ALWAYS choose a topic for documents being uploaded. The default views are grouped by topic.
- Please mark all [key documents](#), and if you want to provide other key words or phrases to help future searchers find the document, put that information in the Precon Notes field. The more information you provide, the easier it will be for others to find it.
- Use standard naming conventions for your documents, where applicable, and otherwise use descriptive names that could help some future user seeing it on a list of search results to understand what it contains.

Classes are offered frequently in the use of this application. NCDOT users should search for Preconstruction on LMS to sign up (PDHs are awarded). Webinars will be offered to consultants periodically and instructional videos will be made available on the NCDOT YouTube channel. Questions and problems may be addressed to the content management support email, dot.cmsupport@ncdot.gov (NCDOT – CM Support).

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FOR REFERENCE ONLY