



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

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SECRETARY

June 27, 2011

TO: Division Engineers/BMU

FROM: Jon G. Nance, PE, Chief Engineer – Operations  
Terry Gibson, PE, State Highway Administrator  
Victor Barbour, PE, Technical Services Administrator

SUBJECT: TRNS\*PORT IMPLEMENTATION IN DIVISION AND BMU

In an effort to standardize the construction project letting process throughout the Department of Transportation, the Contract Standards and Development Unit (CSDU) and the Specifications, Proposals, Estimates and Contracts System (SPECS) team are implementing TRNS\*PORT software in Divisions and the Bridge Management Unit (BMU).

TRNS\*PORT software is used for all projects let through the Contract Standards and Development Unit (CSDU). Its implementation will enable Divisions and BMU to develop quantity/cost estimates, generate project letting advertisements, input and process submitted bids, generate related reports and ultimately pass the contract data to HiCAMS for contract administration during construction. This will be another important step towards the department's goal of promoting uniformity across centrally administered and Division administered contracts.

Over the past 20 months, CSDU and SPECS have pursued Division based TRNS\*PORT implementation through a two part phased approach. Phase one involved forwarding traditionally let Division purchase order contracts to the CSDU for input in TRNS\*PORT and passing the data to HiCAMS for contract administration. The initial phase was a success and introduced Divisions to system dictated requirements and the importance of these requirements. Phase two will require Divisions/BMU to utilize TRNS\*PORT on future projects so that they can be administered through HiCAMS. It should be noted that TRNS\*PORT and HiCAMS were designed for construction projects only and not for projects such as fully operated equipment rental contracts, mowing contracts, freight on board (FOB) material contracts. If you have any questions about whether to utilize TRNS\*PORT and HiCAMS on a particular project please contact the Contract Standards and Development or the Construction Unit.

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FIRST FLOOR ROOM 102  
1 SOUTH WILMINGTON STREET  
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Phase two of implementation will be initiated with your Division's completion of TRNS\*PORT training. When the two day training is completed, your Division will be expected to immediately begin using TRNS\*PORT to manage your advertisements, lettings and contracts.

It is understood that TRNS\*PORT implementation will affect your current business process as it relates to how projects are advertised and let within your Division. We ask for your patience, understanding, and flexibility. Additional guidance will be provided to you and your comments and concerns will be addressed as we progress with implementation. Please continue to use the current process for DBE/MBE/WBE certification through the Contractual Services Unit.

If you have any questions, please contact Randy Garris or Ron Davenport in the Contract Standards and Development Unit at (919)707-6900.

VB/rd/caa

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