



# **NORTH CAROLINA**

Department of Transportation



# AGC/NCDOT Workshop 2020

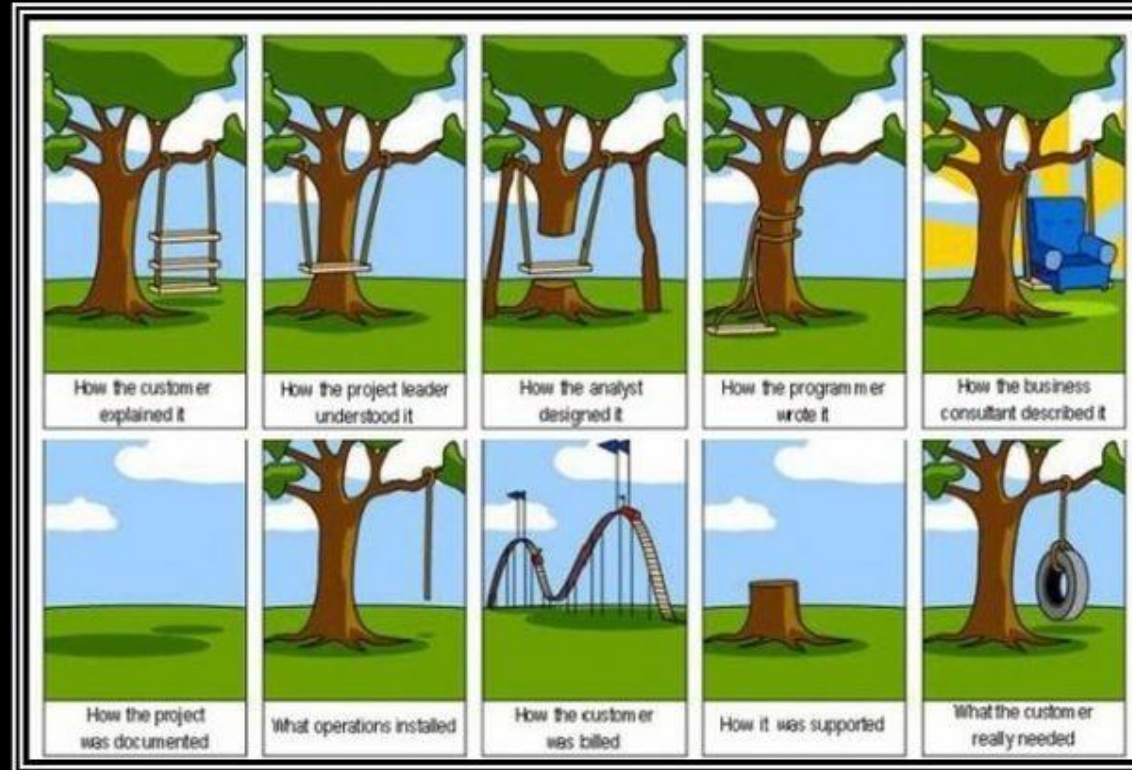
## CONTRACT ADMINISTRATION SESSION

WILEY JONES, BRYAN EDWARDS,  
MICHELLE GADDY, and BRIAN WEBB

# Contract Administration Topics

- Communication
- Partial Pay Estimate Quantities
- Subcontract Approval Form (SAF)
- Davis Bacon Act / Certified Payroll
- Subcontractor Payment Tracking
- Joint Check Agreements
- FHWA 1391 Form – Annual EEO Report
- Title VI Posters and Contract Language
- Project Closeout
- E-ticketing
- Letting Website Updates
- Electronic Pay Records
- Questions

# How do we communicate?



# COMMUNICATION

sometimes people really should talk more

# Communication

- Make sure you are keeping up with critical topics of conversation from meetings and project visits. Don't wait for an issue to blow up.
- Meet in person when solutions are needed. Identify problems, develop solutions and keep project moving.
- Different parties may have different priorities. Make sure to include anyone who is critical to the conversation.
- Make a decision and take ownership of the decision.
- Work together as a team to ensure that all parties have resolution

# Partial Estimates - Can you get quantities?



- Estimates can be obtained for any period of time regardless of the state of the estimate.
- RE offices and contractor staff should be keeping track of daily quantities as work is performed. Inspection staff should still ensure records are provided to RE office for estimate preparation.
- Sharepoint records can be approved on regular basis and passed into HICAMS.

# How to provide quantities

The screenshot shows the HiCAMS web application interface. The title bar reads "HiCAMS - [hicamsprod]". The menu bar includes "Functions", "Inquiries", "References", "Admin", "Tools", "Window", and "Help". The "Inquiries" menu is open, showing "Query Tools" and "Standard Reports". The "Standard Reports" sub-menu is selected, displaying a list of report names on the left and a configuration form on the right.

**Report Name**

- QAQC Un-Processed QA Samples Report
- QAQC Yearly/Quarterly Report
- Recycled and Solid Waste Report
- SA/FA Documentation
- Sample Statistics Report
- Second Tier Subcontract Line Item Report
- Security Exceptions Report
- Security Global Report
- Security Groups Report
- Security Objects Report
- Security Officers Report
- Security Staff Report
- Stockpile Report
- Subcontract Line Item Report
- Subcontract Report by Division
- Subcontract Report by Vendor/Contract
- Subcontractor History
- Subcontractors By Type of Work
- Summary of Pay Record Quantities
- Summation of Ticket Books Report
- Temporary Source Document Report
- Types of Work By A Subcontractor

**Contract:** C204266

**Description:** GRADING, DRAINAGE, PAVING, SIGNALS, AND STRUCTURES.

**Line Item:** (All)

**Estimate:** (All)

**Pay Record Date Range**


11/01/2019 through 11/30/2019

50 of 53 Rows

**Generate** **Reset**

- 2 reports are needed – “Summary of Pay Record Quantities” and “Summation of Ticket Books Report”
- Found under Inquiries – Standard Reports
- Enter pay record date range for monthly quantities
- Report will be provided that shows quantities for any given time period
- Price information is not available in this view.

# How to provide quantities



**North Carolina Department of Transportation**


**Summary of Permanent Pay Record Quantities**

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Contract: C204266      WBS: 36030.3.GV4      From: 11/01/2019 to 11/30/2019

Line Item	Cont Adj	Non-Part	Description	UOM	Source	Book Number	Page Number	Page Quantity
2			CONSTRUCTION SURVEYING	LS	Entered via Sharepoint			.02400
3			UTILITY COORDINATOR	LS	Entered via Sharepoint			.12600
5			OUTFITTING FEE	EA	Entered via Sharepoint			2.00000
7			CLEARING & GRUBBING	LS	Entered via Sharepoint			20000
23			GEOTEXTILE SOIL STABILIZATION	SY	Entered via Sharepoint			245.43000
162			REMOVE EXISTING GUARDRAIL	LF	Entered via Sharepoint			7,975.00000
180			GEOTEXTILE FOR DRAINAGE	SY	Entered via Sharepoint			142.66700
188			SUPPORT, BARR SMALL	EA	Entered via Sharepoint			5.00000
221			HIGH VISIBILITY STAT SIGNS	SF	Entered via Sharepoint			151.50000
236			TEMPORARY CRASH CUSHIONS	EA	Entered via Sharepoint			5.00000
239			PORT CONC BARRIER	LF	Entered via Sharepoint			11,412.00000
243			LAW ENFORCEMENT	HR	Entered via Sharepoint			95.00000
282			TEMPORARY SILT FENCE	LF	Entered via Sharepoint			707.00000
290			SAFETY FENCE	LF	Entered via Sharepoint			3,207.00000
291			SILT EXCAVATION	CY	Entered via Sharepoint			226.66700
292			MATTING FOR EROS CONTROL	SY	Entered via Sharepoint			695.50000
294			1/4" HARDWARE CLOTH	LF	Entered via Sharepoint			20.00000
303			COIR FIBER BAFFLE	LF	Entered via Sharepoint			123.00000
304			*** SKIMMER [(1-1/2")]	EA	Entered via Sharepoint			1.00000
307			SEEDING AND MULCHING	ACR	Entered via Sharepoint			.08000
317			RESPONSE FOR EROS CONTROL	EA	Entered via Sharepoint			3.00000



**North Carolina Department of Transportation**

**Summation of Ticket Books**

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Contract: C203860      From: 10/01/2019 to 11/30/2019

Line Item: 14      SA3 ASP CONC SURF CRS S9.5B

UOM: TON

WBS	Non-Ticket Part	Ticket Book	Date	Job Mix Formula	Map Nbr	AC Line Description	Total Quantity	Virgin AC %	Rap AC %	Other AC %	Total AC Quantity				
2016CPT.12.08.10491		17	10/01/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	1,513.710	4.7	71.144	1.2	18.165	0.0	0.000	5.9	89.309
		18	10/02/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	1,330.150	4.7	62.517	1.2	15.962	0.0	0.000	5.9	78.479
		19	10/03/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	88.900	4.7	4.178	1.2	1.067	0.0	0.000	5.9	5.245
		20	10/06/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	494.850	4.7	23.258	1.2	5.938	0.0	0.000	5.9	29.196
		21	10/07/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	466.680	4.7	21.934	1.2	5.600	0.0	0.000	5.9	27.534
		22	10/08/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	717.960	4.7	33.744	1.2	8.616	0.0	0.000	5.9	42.360
		24	10/10/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	876.450	4.7	41.193	1.2	10.517	0.0	0.000	5.9	51.711
		26	10/14/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	1,309.370	4.7	61.540	1.2	15.712	0.0	0.000	5.9	77.253
		27	10/15/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	754.170	4.7	35.446	1.2	9.050	0.0	0.000	5.9	44.496
		28	10/16/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	78.220	4.7	3.676	1.2	0.939	0.0	0.000	5.9	4.615
		29	10/17/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	115.870	4.7	5.446	1.2	1.390	0.0	0.000	5.9	6.836
		30	10/21/2019	18-0493-131-RP25	5	19 - ASP FOR PLANT MIX	10.000	4.7	0.470	1.2	0.120	0.0	0.000	5.9	0.590
		31	10/23/2019	18-0493-131-RP25	2	19 - ASP FOR PLANT MIX	927.810	4.7	43.607	1.2	11.134	0.0	0.000	5.9	54.741
		32	10/24/2019	18-0493-131-RP25	2	19 - ASP FOR PLANT MIX	1,060.060	4.7	49.823	1.2	12.721	0.0	0.000	5.9	62.544
		33	10/27/2019	18-0493-131-RP25	2	19 - ASP FOR PLANT MIX	1,247.370	4.7	58.626	1.2	14.968	0.0	0.000	5.9	73.595
		34	10/28/2019	18-0493-131-RP25	2	19 - ASP FOR PLANT MIX	89.600	4.7	4.211	1.2	1.075	0.0	0.000	5.9	5.286
<b>WBS Totals:</b>							<b>11,081.170</b>	<b>520.813</b>	<b>132.974</b>	<b>0.000</b>	<b>653.790</b>				
<b>Line Item Totals:</b>							<b>11,081.170</b>	<b>520.813</b>	<b>132.974</b>	<b>0.000</b>	<b>653.790</b>				







# Subcontract Approval Form (SAF)

- Portion – Performing all of the work associated with a line item but not the entire contract quantity.
- Quantity Based
- Partial – Performing a part of the total scope of work associated with a line item.
- Scope Based







# Certified Payrolls

- Payroll must be reviewed and submitted to RE Office on a weekly basis
- Payroll is subject to audits by the State Auditor's office, FHWA, and internal NCDOT audits.
- Payrolls are reviewed by RE staff to ensure that the payroll is in compliance with wage rate decisions and NCDOT records.
- Subcontractor payrolls should be submitted through the prime contractor.
- NCDOT is continuing to work on a process for electronic payrolls.
- Needed for all subcontractors performing work. Exceptions: Professional Services (surveying) and Hauling (when performed off site at a commercial site)

# Davis Bacon Requirements

- Laborers and Mechanics (i.e. Equipment Operators) employed directly upon the site of work must be paid the prevailing wages in the contract
- Superintendent/Foreman – Must show prevailing wage rate if 20 percent of time is spent performing duties as laborer or mechanic
- Temporary Employees – Must Show on Contractor or Staffing Agency Payroll
- Bona Fide Trainees – Provide documentation of enrollment in OJT Program
- Employees must be classified according to work performed on specific project
- Fringe Benefits – Deductions that cannot be required by Law (eg Health/Life Insurance, Retirement Plans, Vehicle Allowance, etc.)

## EMPLOYEE RIGHTS UNDER THE DAVIS-BACON ACT

### FOR LABORERS AND MECHANICS EMPLOYED ON FEDERAL OR FEDERALLY ASSISTED CONSTRUCTION PROJECTS

#### PREVAILING WAGES

You must be paid not less than the wage rate listed in the Davis-Bacon Wage Decision posted with this Notice for the work you perform.

#### OVERTIME

You must be paid not less than one and one-half times your basic rate of pay for all hours worked over 40 in a work week. There are few exceptions.

#### ENFORCEMENT

Contract payments can be withheld to ensure workers receive wages and overtime pay due, and liquidated damages may apply if overtime pay requirements are not met. Davis-Bacon contract clauses allow contract termination and disbarment of contractors from future federal contracts for up to three years. A contractor who falsifies certified payroll records or induces wage kickbacks may be subject to civil or criminal prosecution, fines and/or imprisonment.

#### APPRENTICES

Apprentice rates apply only to apprentices properly registered under approved Federal or State apprenticeship programs.

#### PROPER PAY

If you do not receive proper pay, or require further information on the applicable wages, contact the Contracting Officer listed below:

or contact the U.S. Department of Labor's Wage and Hour Division.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627



www.dol.gov/whd

# Problems With Payrolls



# Subcontractor Payment Tracking – \*\*NEW\*\*

## New Landing Page for Prime Contractors

The screenshot shows the NCDOT website interface. At the top left is the NCDOT logo with the text "NCDOT NORTH CAROLINA DEPARTMENT OF TRANSPORTATION" and the tagline "Connecting people, products, and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina." To the right of the logo are links for "About", "Careers", "Contact", "News", and a search bar containing "NCDOT". Further right are "Help" and "LogOff" links. Below the logo is a yellow navigation bar with links for "Doing Business", "Maps & Publications", "Programs", "Projects & Studies", and "Travel Information". On the left side, there is a dark blue sidebar with a "Payment Tracking" menu. The main content area is titled "Payment Tracking > Payments" and contains five blue buttons: "Enter Payment", "View Pending Payments", "View Change Needed Payments (34 need changes)", "View Accepted Payments", and "Contact Information". At the bottom of the page, there is a footer with "© Copyright NCDOT 2007", "NCDOT Home", and "NC.gov".



# Subcontractor Payment Tracking

- Prime Contractor must enter payments monthly for all DBE Firms, regardless if they are committed or not (Optional for Non-DBE Firms)
- Prime Contractor is the only one authorized to enter payments for the project
- No CUF  $\neq$  No DBE Participation Credit towards the Overall DBE Contract Goal
- Capture Payments to 2<sup>nd</sup> Tier DBE Firms– Need Documentation from 1<sup>st</sup> Tier Non-DBE Subcontractors to enter payments for 2<sup>nd</sup> Tier DBE Firms
- DBE Suppliers/Manufacturers – Must Submit Copy of DBE Invoice with prices to Verify for CUF Assessment (60% of Supplier Invoice)
- Monitor DBE payment entries to ensure contract committed line items (Quantities & Unit Prices) are met – not just the overall subcontract amount
- Meeting DBE Goals is a Contractual Requirement and Committed DBE Firms (listed in the back of the contract) must be utilized on the project

# Joint Check Agreement Form

- Updated NCDOT Joint Check Agreement Form - Revision Date: January 2019
- Purpose: To Assist with Establishing / Increasing Credit Line with Suppliers
- NCDOT Joint Check Agreement Form must be used for DBE Firms
- Prime cannot substitute its own Joint Check Agreement Form for DBE Firms

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	
JOINT CHECK NOTIFICATION FORM (FOR DBE/MBE/WBE FIRMS ONLY)	
CONTRACT/PROJECT NUMBER:	NAME OF PRIME CONTRACTOR:
Name of Subcontractor _____	
Name of Material Supplier _____	
Items of work _____	
Comments _____	
Who requested joint check utilization? _____ Prime _____ Sub _____ Supplier	
Why? _____	
<b>Information:</b>	
NCDOT will closely monitor the use of joint checks, and this practice will be subject to review by the Office of Civil Rights. To receive DBE/MBE/WBE credit for performing a commercially useful function with respect to obtaining materials and supplies, a DBE/MBE/WBE must "be responsible for negotiating price, determining quality and quantity, ordering the material and installing (where applicable) and paying for the material itself." <u>Only</u> when a DBE/MBE/WBE meets all requirements should credit be counted for the procurement of items by the DBE/MBE/WBE.	
Please read the attached Joint Check Procedures. If the proper procedures are not followed or the department determines that the arrangements results in a lack of independence for the DBE involved, no credit for the DBEs participation as it relates to the material cost will be used toward the contract goal requirement and the prime will need to make up the difference elsewhere on the project.	
<i>I have read and understand the above information and the attached Joint Check Procedures. I hereby acknowledge that the information provided on this form is true and accurate.</i>	
<b>Authorized Subcontractor Representative:</b>	
Signature _____	Title _____
Date _____	
<b>Authorized Material Supplier Representative:</b>	
Signature _____	Title _____
Date _____	
<b>Authorized Prime Contractor Representative:</b>	
Signature _____	Title _____
Date _____	
<b>Received:</b>	
NCDOT Contract Administrator _____	Date _____
Documentation for financial transactions attached? _____	
Comments _____	
CC: State Construction Engineer State Contractor Utilization Engineer	

# Joint Check Agreement Form

- Credit for MATERIALS towards DBE Goal only when DBE is performing a CUF
- DBE performs a CUF (Commercially Useful Function) when it negotiates prices, determines quality & quantities, orders the material, installs material & pays for the material itself
- Prime Contractor acts solely as the guarantor to the suppliers for payment
- Joint Check issued by Prime must be delivered to the DBE to pay suppliers

STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	
JOINT CHECK NOTIFICATION FORM (FOR DBE/MBE/WBE FIRMS ONLY)	
CONTRACT/PROJECT NUMBER:	NAME OF PRIME CONTRACTOR:
Name of Subcontractor _____	
Name of Material Supplier _____	
Items of work _____	
Comments _____	
Who requested joint check utilization? _____ Prime _____ Sub _____ Supplier	
Why? _____	
<b>Information:</b>	
<p>NCDOT will closely monitor the use of joint checks, and this practice will be subject to review by the Office of Civil Rights. To receive DBE/MBE/WBE credit for performing a commercially useful function with respect to obtaining materials and supplies, a DBE/MBE/WBE must "be responsible for negotiating price, determining quality and quantity, ordering the material and installing (where applicable) and paying for the material itself." <u>Only</u> when a DBE/MBE/WBE meets all requirements should credit be counted for the procurement of items by the DBE/MBE/WBE.</p> <p>Please read the attached Joint Check Procedures. If the proper procedures are not followed or the department determines that the arrangements results in a lack of independence for the DBE involved, no credit for the DBEs participation as it relates to the material cost will be used toward the contract goal requirement and the prime will need to make up the difference elsewhere on the project.</p> <p><i>I have read and understand the above information and the attached Joint Check Procedures. I hereby acknowledge that the information provided on this form is true and accurate.</i></p>	
<b>Authorized Subcontractor Representative:</b>	
Signature _____	Title _____ Date _____
<b>Authorized Material Supplier Representative:</b>	
Signature _____	Title _____ Date _____
<b>Authorized Prime Contractor Representative:</b>	
Signature _____	Title _____ Date _____
<b>Received:</b>	
NCDOT Contract Administrator _____	Date _____
Documentation for financial transactions attached? _____	
Comments _____	
CC: State Construction Engineer State Contractor Utilization Engineer	

# FHWA 1391 Form – Annual EEO Report

- Required for both prime and subcontractors w/contracts that equal or exceed \$10,000
- Applies to ACTIVE Federally funded contracts only
- ACTIVE Projects: Use Final Acceptance Date. Project is still considered active if you have accepted ICT#1 – all work except for vegetation
- Report the last **FULL Pay Week** worked on a NCDOT project in July
- Reporting week(s) for all contractors may be between **July 1-31**
- Form is required even if the project and/or contract is **Payroll Exempt**
- “No ACTIVITY” – Active but **No Work Performed** between July 1-31
- All employees working on federal-aid projects must be accounted for
- Trainees listed must be in a recognized and approved NCDOT program
- Reports Due to Resident Engineer’s Office in mid-August
- SharePoint Updates: CU is Working with NCDIT to Streamline this Process

# FHWA-1391 Form (Annual EEO Report)

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MARK APPROPRIATE BLOCK <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor			2. COMPANY NAME, CITY, STATE: IBA Contractor, Inc. Hardhat, NC 20000						3. PROJECT NUMBER: C210210				4. DOLLAR AMOUNT OF CONTRACT: \$5,000,000.00				5. PROJECT LOCATION: Wake County, NC					
This collection of information is required by law and regulation 23 U.S.C. 140 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2016.																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 28__ (INSERT YEAR)																						
JOB CATEGORIES	TABLE A																		TABLE B			
	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS																						
SUPERVISORS																						
FOREMAN/WOMEN																						
CLERICAL																						
EQUIPMENT OPERATORS	25	14	5	3	2	1	1	1	1	1	1							20	11		6	2
MECHANICS																						
TRUCK DRIVERS	4		2		1		1											2				
IRONWORKERS																						
CARPENTERS																						
CEMENT MASONS																						
ELECTRICIANS																						
PIPEFITTER/PLUMBERS																						
PAINTERS																						
LABORERS-SEMI-SKILLED																						
LABORERS-UNSKILLED																						
TOTAL	29	14	7	3	3	1	2	1	1	1	1							22	11		6	2
TABLE C (Table B data by racial status)																						
APPRENTICES																						
OJT TRAINEES	6	2	3	1	1			1	1			1						3	1			
8. PREPARED BY: (Signature and Title of Contractors Representative) <u>John Doe, President</u>								9. DATE: <u>08/05/11</u>				10. REVIEWED BY: (Signature and Title of State Highway Official) <u>Jane Doe, Resident Engineer</u>								11. DATE: <u>08/08/11</u>		

White + Minority = Total Employed

Broken down by race in Table C

# FHWA-1391 Form (Annual EEO Report)

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor			2. COMPANY NAME, CITY, STATE: IBA Contractor, Inc. Hardhat, NC 20000						3. PROJECT NUMBER: C210211				4. DOLLAR AMOUNT OF CONTRACT: \$5,000,000.00				5. PROJECT LOCATION: Wake County, NC						
This collection of information is required by law and regulation 23 U.S.C. 140 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2016.																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20__ (INSERT YEAR)																							
TABLE A																		TABLE B					
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICIALS																							
SUPERVISORS																							
FOREMAN/WOMEN																							
CLERICAL																							
EQUIPMENT OPERATORS																							
MECHANICS																							
TRUCK DRIVERS																							
IRONWORKERS																							
CARPENTERS																							
CEMENT MASONS																							
ELECTRICIANS																							
PIPEFITTER/PLUMBERS																							
PAINTERS																							
LABORERS-SEMI-SKILLED																							
LABORERS-UNSKILLED																							
TOTAL																							
TABLE C (Table B data by racial status)																							
APPRENTICES																							
OJT TRAINEES																							
8. PREPARED BY: (Signature and Title of Contractors Representative) <u>John Doe, President</u>									9. DATE: <u>08/05/11</u>			10. REVIEWED BY: (Signature and Title of State Highway Official) <u>Jane Doe, Resident Engineer</u>									11. DATE: <u>08/08/11</u>		

NO WORK PERFORMED

# Title VI Posters and Contract Language

- Post NCDOT's Notice of Nondiscrimination and Contractors' own Equal Employment (EEO) Policy on all jobsite and field office boards for **FEDERAL-AID** and **STATE-FUNDED** projects
- **STATE-FUNDED** Projects: Physically **incorporate** (not attach) the Title VI and Nondiscrimination Assurances into all tier level subcontracts
- **FEDERAL-AID** Projects: Physically **incorporate** (not attach) the Title VI and Nondiscrimination Assurances **AND** the FHWA-1273 "Required Contract Provisions", in its entirety, into all tier level subcontracts

## TITLE VI AND NONDISCRIMINATION

The provisions of this section related to United States Department of Transportation (US DOT) Order 1050.2A, Title 49 Code of Federal Regulations (CFR) part 21, 23 United States Code (U.S.C.) 140 and 23 CFR part 200 (or 49 CFR 303, 49 U.S.C. 5332 or 49 U.S.C. 47123) are applicable to all North Carolina Department of Transportation (NCDOT) contracts and to all related subcontracts, material supply, engineering, architectural and other service contracts, regardless of dollar amount. Any Federal provision that is specifically required not specifically set forth is hereby incorporated by reference.

### NCDOT Title VI Assurance (1050.2A, Appendices A & E)

i. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- withholding payments to the contractor under the contract until the contractor complies; and/or
- cancelling, terminating, or suspending a contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in

every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ii. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### Pertinent Nondiscrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4801), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13188, Improving Access to Services for Persons with Limited English Proficiency, and

# Title VI Posters and Contract Language

- Include NCDOT's nondiscrimination language for solicitations in request for bids and all other advertisements
- REs must complete CHECKLIST to verify that requirements have been met

## Required Solicitation Language

The Contractor will include the following notification in all solicitations for bids and requests for work or material, regardless of funding source:

“The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. In accordance with other related nondiscrimination authorities, bidders and contractors will also not be discriminated against on the grounds of sex, age, disability, low-income level, creed/religion, or limited English proficiency in consideration for an award.”



# Title VI Poster (Notice of Nondiscrimination)



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

**NOTICE OF NONDISCRIMINATION AND ACCESSIBILITY RIGHTS**

In accordance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, the North Carolina Department of Transportation (NCDOT) will not exclude from participation in, deny the benefits of, or subject to discrimination any person, based on race, color, national origin, Limited English Proficiency, income-level, sex, age, or disability (or religion, where applicable), under any NCDOT-funded programs or activities.

If you feel you have been discriminated against by NCDOT or its business partners, you may file a complaint. For information on filing a complaint or NCDOT's nondiscrimination obligations, please contact:

NCDOT Office of Civil Rights  
Title VI Nondiscrimination Program  
1511 Mail Service Center  
Raleigh, NC 27699  
1-800-522-0453  
[TitleVI@ncdot.gov](mailto:TitleVI@ncdot.gov)

You may also visit <https://www.ncdot.gov/programs/titleVI/>.

Anyone with a hearing or speech impairment may contact Relay NC by dialing 711 or 1-877-735-8200.

**ATTENTION:** If you speak a language other than English, qualified interpreters or information written in other languages are available, free of charge, by calling 1-800-481-6494.

**ATENCIÓN:** si usted habla otro idioma que no sea inglés, puede solicitar, sin costo, los servicios de intérpretes calificados o información escrita en otros idiomas llamando al 1-800-481-6494.

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
OFFICE OF CIVIL RIGHTS  
1511 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1511

Telephone: (919) 508-1808  
Fax: (919) 508-1814 / (919) 508-1818  
Customer Service: 1-877-368-4968

Website: [www.ncdot.gov](http://www.ncdot.gov)

Location:  
104 FAYETTEVILLE STREET  
RALEIGH, NORTH CAROLINA 27601



ESTADO DE CAROLINA DEL NORTE  
DEPARTAMENTO DE TRANSPORTE

ROY COOPER  
GOBERNADOR

JAMES H. TROGDON, III  
SECRETARIO

**NOTIFICACIÓN ANTIDISCRIMINATORIA Y DERECHOS DE ACCESIBILIDAD**

En cumplimiento con el Título VI del Acta de los Derechos Civiles de 1964 y otras autoridades antidiscriminatorias, el Departamento de Transporte de Carolina del Norte (NCDOT) no excluirá de participar, negará beneficios o discriminará a ninguna persona con base en su raza, color, origen nacional, limitación para hablar o entender inglés, nivel de ingresos, sexo, edad o discapacidad (o su religión, cuando así aplique), de cualquier programa o actividad financiada por el NCDOT.

Si usted siente que ha sido discriminado por el NCDOT o sus proveedores, puede presentar una queja. Para obtener información sobre cómo presentar una queja o sobre las obligaciones antidiscriminatorias del NCDOT, favor de contactar a la:

Oficina de Derechos Civiles del NCDOT  
Programa Antidiscriminatorio del Título VI  
1511 Mail Service Center  
Raleigh, NC 27699  
1-800-522-0453  
[TitleVI@ncdot.gov](mailto:TitleVI@ncdot.gov)

También puede visitar <https://www.ncdot.gov/programs/titleVI/>.

Cualquier persona con un impedimento auditivo o del habla puede contactar al servicio Relay NC marcando 711 o 1-877-735-8200.

**ATENCIÓN:** si usted habla otro idioma que no sea inglés, puede solicitar, sin costo, los servicios de intérpretes calificados o información escrita en otros idiomas llamando al 1-800-481-6494.

Dirección física:  
NC DEPARTMENT OF TRANSPORTATION  
OFFICE OF CIVIL RIGHTS  
1511 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-1511

Teléfono: (919) 508-1808  
Fax: (919) 508-1814 / (919) 508-1818  
Servicio al Cliente: 1-877-368-4968

Website: [www.ncdot.gov](http://www.ncdot.gov)

Ubicación:  
104 FAYETTEVILLE STREET  
RALEIGH, NORTH CAROLINA 27601

# FHWA 1273 Contract Provisions

FHWA-1273 -- Revised May 1, 2012

## REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS

- I. General
- II. Nondiscrimination
- III. Nonsegregated Facilities
- IV. Davis-Bacon and Related Act Provisions
- V. Contract Work Hours and Safety Standards Act Provisions
- VI. Subletting or Assigning the Contract
- VII. Safety: Accident Prevention
- VIII. False Statements Concerning Highway Projects
- IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
- X. Compliance with Governmentwide Suspension and Debarment Requirements
- XI. Certification Regarding Use of Contract Funds for Lobbying

### ATTACHMENTS

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

### I. GENERAL

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

### II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of \$10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding \$10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27, and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under

# FHWA 1273 and Title VI Requirements

<b>SUBCONTRACT CERTIFICATION</b> (applies only to Federal projects)	
The Contractor / Subcontractor certifies that the subcontract is in writing and that FHWA 1273, "Required Contract Provisions," and Title VI and Nondiscrimination Assurances have been included in the subcontract / 2 <sup>nd</sup> tier subcontract in its entirety.	
<b>SUBCONTRACT CERTIFICATION</b> (applies only to State projects)	
The Contractor / Subcontractor certifies that the subcontract is in writing and Title VI and Nondiscrimination Assurances have been included in the subcontract/2 <sup>nd</sup> tier subcontract in its entirety.	
Contractor	<b>APPROVED:</b>

- When you sign SAF, you are attesting that FHWA 1273 (for federal projects) and Title VI and Nondiscrimination Assurances (for state and federal projects) have been incorporated into the language of the subcontract agreement

# NCDOT Title VI Compliance Checklist (RE Staff Only)

**NCDOT Title VI Compliance Checklist**

**Subcontracts** (Check funding source)

Review 10 percent or a minimum of two (2) certified actual subcontracts to confirm the incorporation of Title IV and Nondiscrimination language and FHWA 1273 as required.

**State Funded Contracts** - requires the inclusion of the NCDOT's Title VI and Nondiscrimination language in the subcontract agreement.

**Federal-Aid Contracts** - requires the inclusion of the FHWA 1273, and NCDOT's Title VI and Nondiscrimination language in the subcontract agreement.

Name of Subcontractor: \_\_\_\_\_

I have reviewed and confirm that all required documents are included in the subcontract agreement:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_

I have reviewed and confirm that all required documents are included in the subcontract agreement:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_

I have reviewed and confirm that all required documents are included in the subcontract agreement:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_

I have reviewed and confirm that all required documents are included in the subcontract agreement:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:  
\_\_\_\_\_

# Closing Out Projects



# Closing Out Projects

- Once the project is accepted, the RE should verify that all quantities have been calculated correctly and prepare the final estimate. This is double checked at the Division level for accuracy. Final Quantities letter will then be sent to the contractor
- Upon receipt of final quantities, the contractor can request a closeout conference if they have any monetary or time requests. When a closeout conference is requested, it should include a list of the topics so both parties are prepared to discuss.
- Documents needed to close a project out:
  - Affidavit from contractor advising that all obligations and debts arising from construction have been paid
  - Consent of Surety on the contract bonds (if bond was required)
  - Written notice that the contractor has no request for any extension in completion date or any adjustment in compensation or in lieu thereof written notice presenting all requests for adjustment of the final estimate (Final Claim Letter). An executed Closeout Conference Form serves as this document

# Closing Out Projects – How Long?

Category	Time to Notify	Time to Close Out after notification
C Projects	143 days	141 days
D Projects	109 days	97 days

- Average time to Notify is the average number of days from date of acceptance to the date that the contractor is notified of final quantities
- Time to Close out after notification is the average number of days from the notification date to the date the final estimate was paid.

# Closing Out Projects – Why?

- The Department can shift remaining funds to other areas
- Contractors can receive any remaining money.
- Materials and Tests can certify projects FHWA can issue final voucher. Final Voucher is key date for records retention for all parties.



www.logos.co



# What can be done to streamline process?



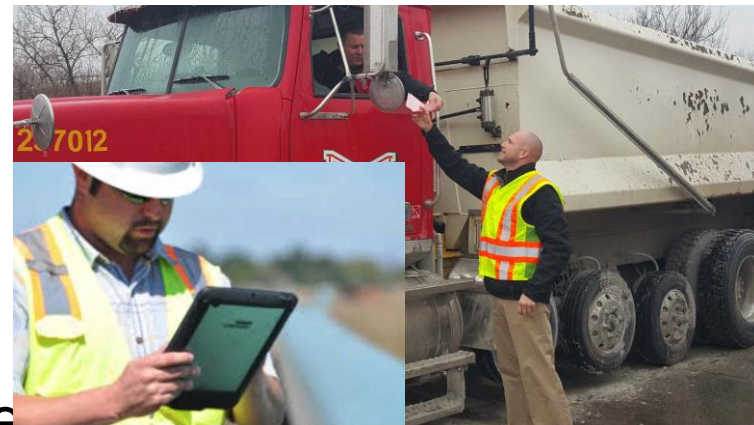
# What can be done to streamline process?



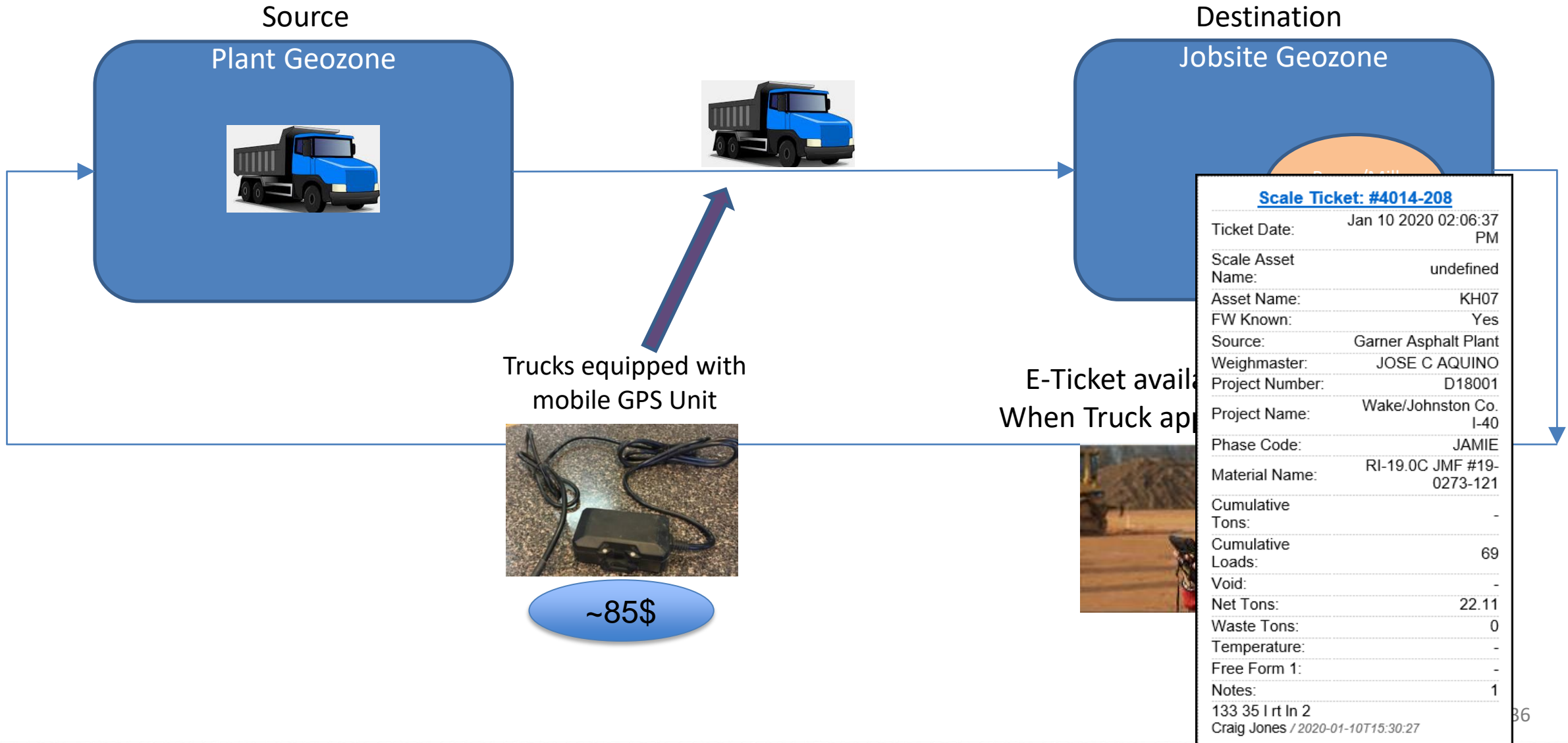
- Work on verification of quantities before final acceptance. After acceptance of ICT#1 is recommended. Strive to complete final estimate assembly within allotted timeframes
- Communicate with contractor. Try to resolve any outstanding issues prior to final acceptance.
- Communicate with contractor to schedule Closeout Conference when needed.
- Discuss quantities at each monthly construction meeting. Verify that quantities are up to date.
- Stay on top of materials certification throughout life of the project.
- Don't wait for final acceptance to ensure subcontractors have been closed out. Verify quantities are correct and ensure that any retention is complete.
- Request Closeout Conference as soon as possible.
- Ensure that closeout documents are submitted in timely manner.
- Communicate with NCDOT. Try to resolve any outstanding issues prior to final acceptance.
- Discuss quantities at each monthly construction meeting. Verify that quantities are up to date.
- Ensure that materials certs are submitted throughout life of project

# E-Ticketing

- Benefits
  - **SAFETY!** Reduce Worksite Hazards
  - Eliminate Paper Tickets
  - No More Lost Tickets
  - Provide Materials & Tonnage verification
  - Quickly Summarize Tickets for Payment
  - Already being used by Contractors



# E-Ticketing



# E-Ticketing

## Physical Ticket

*wI98 TB 38*

DATE 2/5/2020	CUST. NO. 99999	P.O. NO. 28719-001 0002 D18001	TRUCK NO. CTW20	TICKET NO. 4514
MAT. NO. 8504M	DESCRIPTION RI-19.0C JMF #19-0273-121		CONTRACT NO.	PLANT 208
<p>42346.3.1/WAKE/JOHNS WAKE/JOHNSTON CO</p> <p><i>2801<sup>PF</sup></i></p> <p>28719-001 <i>H Frank Granger</i></p> <p>PO Number: <i>WJ 98 Project</i></p> <p>Drivers Signature: <i>[Signature]</i> 14638</p> <p><i>09:23</i> <i>15 + 9/16</i></p> <p><i>wI98-L- Left shoulder med</i></p>				
		gross tonnes	31.44 T	
		tare tonnes	12.81 T	
		net tonnes	18.63 T	
		job total tonnes	18.63 T	
		UNIT PRICE		TIME 8:36:13 AM
<p>WEIGHMASTER <b>JOSE C AQUINO</b> 34073 EXP 06/30/2021</p>				

### Paper Ticket

- Ticket generated manually
- Inspector receives from Truck Driver
- Paper is copy of record
- Must scan and upload to SharePoint

## E-Ticket

Scale Ticket: #4514-208 X

Ticket Date: Feb 05 2020 08:36:13 AM

Scale Asset Name: -

Asset Name: CTW20

FW Known: Yes

Source: Garner Asphalt Plant

Weighmaster: JOSE C AQUINO

Project Number: D18001

Project Name: Wake/Johnston Co. I-40

Phase Code: JAMIE

Material Name: RI-19.0C JMF #19-0273-121

Cumulative Tons: -

### Electronic Ticket

- Ticket generated electronically
- Ticket available to inspectors via website or iPad app
- Ticket acceptance, temperature, notes entered via iPad
- Daily totals automatically calculated
- Still need to upload to SharePoint

# E-Ticketing Pilot Project



I-5111 in Johnston/Wake Counties

**Asphalt Only**

# Summary Report

Report Prepared by: Bryan Edwards

Start Date and Time: 03/02/2020 00:00:00

End Date and Time: 03/02/2020 23:30:00

Ticket#: 4650-208

Ticket#: 4744-208

Time: 08:02:31

Time: 17:16:44

Project Name: Wake/Johnston Co. I-40 Contractor: ST Wooten

Material Name	Total Tons Batched	Total Tons Voided	Total Tons Wasted	Total Tons for Pay
RI-19.0C JMF #19-0273-121	386.93	0	0.0	386.93
RB-25.0C JMF # 19-0274-122	894.99	0	0.0	894.99
RS-9.5C JMF # 19-0271-121	11.03	0	0.0	11.03

Notes for Ticket#: 4650-208

**#4243 Frank Grainger** March 2, 2020, 8:55 a.m.  
08:37 WI97-L-RIGHT LN1 191+00 TB75

Notes for Ticket#: 4654-208

**#4244 Frank Grainger** March 2, 2020, 8:56 a.m.  
08:40 WI97-L-RTL N1 191+50

**#4245 Frank Grainger** March 2, 2020, 8:59 a.m.  
Previous Temperature: 297.1F, Updated Temperature: 296.4F, Updated By: frank.grainger@summitde.net User note: WRONGE TRUCK

Notes for Ticket#: 4655-208

**#4246 Frank Grainger** March 2, 2020, 9 a.m.  
08:40 WI97-L-RTL N1 191+50

Notes for Ticket#: 4657-208

**#4247 Frank Grainger** March 2, 2020, 9:02 a.m.  
08:46 WI97-L-RTL N1 192+00

Notes for Ticket#: 4650-208

# Ticket CSV Output

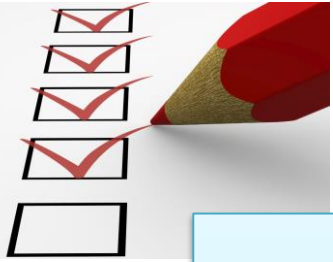
1	Scale Ticket ID	Ticket Number	Ticket Date	Project Name	Scale Asset Name	Material Name	Material Temperature	Material Temp Time	Load ID	Qty Shipped Today	Net Tons	Tare UST	Gross UST
2	2335035	4650-208	Mar 02 2020 08:02:31 AM	Wake/Johnston Co. I-40	PA2	RI-19.0C JMF #19-0273-121	296.4	3/2/2020 8:54	1	10.7	10.7	13.745	24.443
3	2335044	4654-208	Mar 02 2020 08:19:13 AM	Wake/Johnston Co. I-40	CTW20	RB-25.0C JMF # 19-0274-122	296.4	3/2/2020 8:59	1	20.13	20.13	14.11	34.243
4	2335045	4655-208	Mar 02 2020 08:22:02 AM	Wake/Johnston Co. I-40	RCB4	RB-25.0C JMF # 19-0274-122	297.1	3/2/2020 9:00	2	40.23	20.1	13.56	33.665
5	2335049	4657-208	Mar 02 2020 08:26:13 AM	Wake/Johnston Co. I-40	JMC3	RB-25.0C JMF # 19-0274-122	295.2	3/2/2020 9:01	3	60.36	20.13	13.606	33.735
6	2335052	4659-208	Mar 02 2020 08:28:34 AM	Wake/Johnston Co. I-40	JMC7	RB-25.0C JMF # 19-0274-122	294.1	3/2/2020 9:03	4	80.44	20.08	14.566	34.65
7	2335067	4663-208	Mar 02 2020 08:47:06 AM	Wake/Johnston Co. I-40	CTW20	RB-25.0C JMF # 19-0274-122	None	None	5	100.52	20.08	14.094	34.169
8	2335070	4664-208	Mar 02 2020 08:59:53 AM	Wake/Johnston Co. I-40	RCB4	RB-25.0C JMF # 19-0274-122	None	None	6	120.6	20.08	13.531	33.608
9	2335071	4665-208	Mar 02 2020 09:06:45 AM	Wake/Johnston Co. I-40	JMC3	RB-25.0C JMF # 19-0274-122	None	None	7	140.68	20.08	13.579	33.656
10	2335072	4666-208	Mar 02 2020 09:10:25 AM	Wake/Johnston Co. I-40	JMC7	RB-25.0C JMF # 19-0274-122	289.2	3/2/2020 9:28	8	160.77	20.09	14.529	34.621
11	2335081	4667-208	Mar 02 2020 09:19:35 AM	Wake/Johnston Co. I-40	CTW20	RB-25.0C JMF # 19-0274-122	None	None	9	180.88	20.11	14.079	34.189
12	2335088	4668-208	Mar 02 2020 09:21:32 AM	Wake/Johnston Co. I-40	PA2	RS-9.5C JMF # 19-0271-121	None	None	1	11.03	11.03	13.694	24.721
13	2335109	4669-208	Mar 02 2020 09:27:21 AM	Wake/Johnston Co. I-40	RCB4	RB-25.0C JMF # 19-0274-122	None	None	10	201	20.12	13.515	33.632
14	2335120	4670-208	Mar 02 2020 09:30:48 AM	Wake/Johnston Co. I-40	JMC3	RB-25.0C JMF # 19-0274-122	None	None	11	221.08	20.08	13.568	33.647
15	2335197	4672-208	Mar 02 2020 10:23:26 AM	Wake/Johnston Co. I-40	JMC7	RB-25.0C JMF # 19-0274-122	299.5	3/2/2020 10:43	12	241.18	20.1	14.494	34.598
16	2335199	4673-208	Mar 02 2020 10:25:17 AM	Wake/Johnston Co. I-40	RCB4	RB-25.0C JMF # 19-0274-122	None	None	13	261.3	20.12	13.486	33.604
17	2335200	4674-208	Mar 02 2020 10:27:23 AM	Wake/Johnston Co. I-40	JMC3	RB-25.0C JMF # 19-0274-122	None	None	14	281.36	20.06	13.523	33.581
18	2335202	4675-208	Mar 02 2020 10:30:03 AM	Wake/Johnston Co. I-40	CTW20	RB-25.0C JMF # 19-0274-122	None	None	15	301.48	20.12	14.014	34.133
19	2335207	4676-208	Mar 02 2020 10:50:08 AM	Wake/Johnston Co. I-40	JMC7	RB-25.0C JMF # 19-0274-122	None	None	16	321.61	20.13	14.486	34.614





# Issues

- “+” not appearing in notes (mobile and web)
- Notes typed by inspector can't be viewed on both mobile and web client
- Dump Time not populating
- Cumulative Tons value is still not being updated.
- Ability for inspector to access previous Shift tickets on iPad/mobile currently does not exist. Desktop use can access previous Shift tickets.
- All trucks don't have GPS Units / Lat Long
- We need to have some Project Identifier (Contract Number, etc) on the E-Ticket. The current Contractor project number means nothing to us
- We need to have Weighmaster certification number and possibly expiration on ticket



# Concerns

- 1) DIT Data Requirements – General Statute restrictions for NCDOT data uploaded (Temp, Notes, etc) to cloud storage that is not bound by contract to NCDOT.
- 2) It may be easier with e-tickets (than physical tickets) for less aware inspectors to fail to catch a false e-ticket(s). This could happen when inspector goes to lunch or has to be away from site briefly. If e-ticket is inadvertently routed to the wrong project, could it slip through?
- 3) What happens if there is no cell/gps coverage in project area?

# E-Ticketing Pilot Project

**FLUOR**<sup>®</sup>



I-4700 in Buncombe/Henderson Counties

# E-Ticketing – Looking Ahead

- Next Steps
  - Continue Piloting
  - Collect Feedback / Tweak
  - More Pilots with Tweaks
  - Special Provision
  - Timeframe ~2 years

# Want to help?

Bryan Edwards

[bledwards1@ncdot.gov](mailto:bledwards1@ncdot.gov)

919-707-2492

# Letting Website Updates

# Concerns from Industry

- Web site speed: slow opening and displaying information
- Navigating to 15 different sites to see advertisements

# One Site for Advertisements

- Connect NCDOT → Bidding & Letting
- One list of ALL NCDOT advertised and anticipated lets
- Customizable for your target advertisements
- Current letting sites unchanged

<https://connect.ncdot.gov/letting/Pages/letting-roll-up.aspx>

Connect NCDOT  
BUSINESS PARTNER RESOURCES

Doing Business **Bidding & Letting** Projects Resources Local Governments Search...

Tentative Letting Lists Central Division Design-Build Roadside Environmental Consultants Aviation Aggregat

## Bidding & Letting

Current and recently advertised Lets, Let results, and bidding information for NCDOT Business Partners.

Connect NCDOT > Bidding & Letting

**Letting List**  
The Tentative Letting Lists.

**Central**  
Raleigh Highway Letting.

**Division**  
Projects under \$5 million dollars.

**Design-Build**  
Expedited special projects.

**Advertised & Anticipated Lets**  
NCDOT lets a wide variety of work for Central Raleigh projects, Divisions work throughout the state, Roadside Environmental work, and special Design-Build projects.

[View Advertised Lets](#)

### HURRICANE RECOVERY & RESPONSE

For emergency-response contract opportunities with division-let contracts, click [here](#).

**All Recent Lets**

Central [Divisions](#) [Design-Build](#) [Private Engineering](#)

	PROJECT NAME	STATUS	DATE
	07-16-2019 Central Letting	Advertised	Jul 16, 2019
	06-18-2019 Central Letting	Awarded	Jun 18, 2019
	05-21-2019 Central Letting	Awarded	May 21, 2019



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## Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

Connect NCDOT &gt; Bidding &amp; Letting &gt; Advertised and Anticipated Lets

Filter Let Type

Showing all Advertised or Anticipated Lets.

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☆	07/31/19	Roadside	Advertised		<a href="#">Open Let</a>
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☆	07/17/19	Division 6	Advertised	<a href="#">DF00269 - ITB_Rev</a>	<a href="#">Open Let</a>

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For feedback and questions about our new Letting Rollup feature, please [Contact Us](#). For questions about a specific letting, please head to that group's letting page and contact them from there.

Filter Button at the top

Doing Business **Bidding & Letting** Projects Resources Local Governments Search...

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Central, Division, Design Build, and Roadside Environmental Lets

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- Filter Button at the top
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Central, Division, Design Build, and Roadside Environmental Lets

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## Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

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## Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

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- Filter Button at the top
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### Advertised and Anticipated Lets

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## Advertised and Anticipated Lets

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- Invitation to Bid or Advertisement Letter
- Open the Letting Page



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## Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

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- Invitation to Bid or Advertisement Letter
- Open the Letting Page
- Quick View of Letting Details



## Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

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## Features:

- Stars can be clicked “on” ★ and “off” ☆ to keep your favorite individual advertised let at the top of your list.

### Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

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07/31/19	Roadside	Advertised		Open Let
08/01/19	Division 7	Advertised	D7POC289Invite.doc D7POC290Invite.doc	Open Let
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07/17/19	Division 6	Advertised	DF00269 - ITB_Rev	Open Let
07/15/19	Division 7	Advertised	Town of Jamestown	Open Let

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### Features:

Stars can be clicked “on” ★ and “off” ☆ to keep your favorite individual advertised let at the top of your list.

Arrows allow you to sort columns

### Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

Connect NCDOT > Bidding & Letting > Advertised and Anticipated Lets

Filter Let Type Showing all Advertised or Anticipated Lets.

Date	Let By	Status	Overview	Details
★ 07/23/19	Division 8	Advertised	DH00306_DF15408.2063012etc_Aspphalt Overl... DH00305_DF15408.2083012etc_Aspphalt Overl...	<a href="#">Open Let</a>
☆ 07/31/19	Roadside	Advertised		<a href="#">Open Let</a>
☆ 07/31/19	Roadside	Advertised		<a href="#">Open Let</a>
☆ 08/01/19	Division 7	Advertised	D7POC289Invite.doc D7POC290Invite.doc	<a href="#">Open Let</a>
☆ 07/26/19	Roadside	Advertised		<a href="#">Open Let</a>
☆ 07/24/19	Division 10	Advertised	Advertisement_U-5987	<a href="#">Open Let</a>
☆ 07/23/19	Division 4	Advertised	DD00312_Advertisement_letter DD00301_Advertisement_letter	<a href="#">Open Let</a>
☆ 07/24/19	Division 5	Advertised	D5POC085 Advertisement	<a href="#">Open Let</a>
☆ 08/21/19	Division 13	Advertised	I-26 LTR 2019 Invitation to Bid	<a href="#">Open Let</a>
☆ 07/17/19	Division 6	Advertised	DF00269 - ITB_Rev	<a href="#">Open Let</a>
☆ 07/15/19	Division 7	Advertised	Town of Jamestown	<a href="#">Open Let</a>

Page Size 10 First Prev 1 2 3 4 5 Next Last

### Features:

Stars can be clicked “on” ★ and “off” ☆ to keep your favorite individual advertised let at the top of your list.

Arrows allow you to sort columns

Green asterisk means recently posted

**Advertised and Anticipated Lets**

Central, Division, Design Build, and Roadside Environmental Lets

Connect NCDOT > Bidding & Letting > Advertised and Anticipated Lets

**Filter Let Type** Showing all Advertised or Anticipated Lets.

Date	Let By	Status	Overview
★ 07/23/19	Division 8	Advertised	DH00306_DF15408.208 DH00305_DF15408.208
☆ 07/31/19 *	Roadside	Advertised	
☆ 07/31/19 *	Roadside	Advertised	
☆ 08/01/19 *	Division 7	Advertised	D7POC289Invite.doc D7POC290Invite.doc
☆ 07/26/19 *	Roadside	Advertised	
☆ 07/24/19	Division 10	Advertised	Advertisement_U-5987
☆ 07/23/19	Division 4	Advertised	DD00312_Advertisemen DD00301_Advertisemen
☆ 07/24/19	Division 5	Advertised	D5POC085 Advertisemen
☆ 08/21/19	Division 13	Advertised	I-26 LTR 2019 Invitation
☆ 07/17/19	Division 6	Advertised	DF00269 - ITB_Rev
☆ 07/15/19	Division 7	Advertised	Town of Jamestown



Page Size 10 First Prev 1 2

**Filter Lets** Toggle All

- Central
- Roadside
- Design Build
- Division 1  
*Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell, Washington*
- Division 2  
*Beaufort, Carteret, Craven, Greene, Jones, Lenoir, Pamlico, Pitt*
- Division 3  
*Brunswick, Duplin, New Hanover, Onslow, Pender, Sampson*
- Division 4  
*Edgecombe, Halifax, Johnston, Nash, Wayne, Wilson*

**Features:**

Stars can be clicked “on” ★ and “off” ☆ to keep your favorite individual advertised let at the top of your list.

Arrows allow you to sort columns  

Green asterisk means recently posted 

Filter lets you toggle all checks on and off. Check the NCDOT Unit lettings of interest to you.

### Advertised and Anticipated Lets

Central, Division, Design Build, and Roadside Environmental Lets

Connect NCDOT > Bidding & Letting > Advertised and Anticipated Lets

Filter Let Type Showing some of the lets.

Date	Let By	Status	Overview
★ 07/23/19	Division 8	Advertised	DH00306_DF15408.20630 DH00305_DF15408.20830
☆ 07/24/19	Division 2	Advertised	DB00478 Invitation DB00480 Invitation
☆ 07/17/19	Division 1	Advertised	11908993_Invitation_to_Bi
☆ 06/27/19	Division 2	Advertised	
☆ 06/26/19	Division 2	Advertised	11903977 INVITATION 11905851 INVITATION DB00453 INVITATION
☆ 06/12/19	Division 2	Advertised	
☆ 05/22/19	Division 2	Advertised	
☆ 05/08/19	Division 2	Advertised	DB00475 Invitation
☆ 07/16/19	Central	Advertised	Invitation to Bid
☆ 04/24/19	Division 2	Advertised	DB00489 INVITATION
☆ 03/13/19	Division 2	Advertised	DB00465 Invitation DB00467 Invitation

Page Size 10 First

Filter Lets Toggle All

Central

Roadside

Design Build

Division 1  
*Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Tyrrell, Washington*



Division 2  
*Beaufort, Carteret, Craven, Greene, Jones, Lenoir, Pamlico, Pitt*


Division 3  
*Brunswick, Duplin, New Hanover, Onslow, Pender, Sampson*

Division 4  
*Edgecombe, Halifax, Johnston, Nash, Wayne, Wilson*

### Features:

- Stars can be clicked “on” ★ and “off” ☆ to keep your favorite individual advertised let at the top of your list.

Arrows allow you to sort columns  

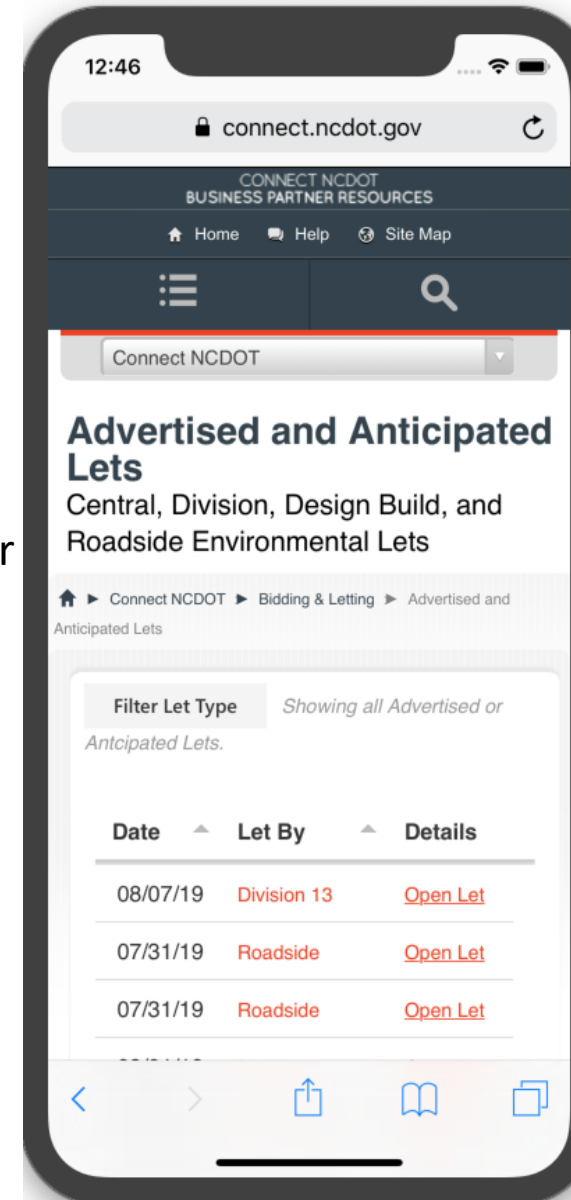
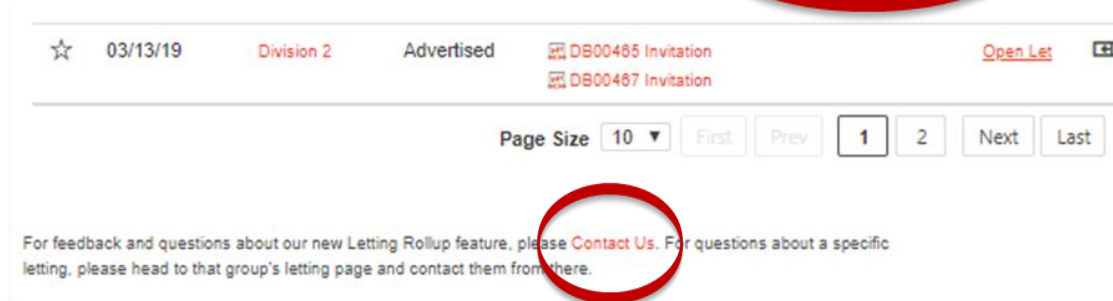
Green asterisk means recently posted 

Filter lets you toggle all checks on and off. Check the NCDOT Unit lettings of interest to you.

The website remembers your choices!

# Final Notes on Site

- Optimized to work on mobile devices like Android or iPhones
- Your favorites and filters will be remembered on subsequent visits on SAME device
- Because we don't require a login, your work computer favorites and stars will not be remembered on your phone or personal computer. You will have to set up your favorites on each device separately.
- WE WANT YOUR FEEDBACK – **“Contact Us”**



# Electronic Pay Records

0282	7430000000-N	1722	HEAT SHRINK TUBING RETROFIT KIT	2 pgs EA			
				PRB 32		541.64	2,166.56
0283	7432000000-E	1722	2" RISER WITH HEAT SHRINK TUBING	2 pgs EA	4		
				PRB 32		5.15	20,728.75
0284	7444000000-E	1725	INDUCTIVE LOOP SAWCUT	15 pgs 4,025 LF			
				PRB 32		1.54	8,354.50
0285	7456000000-E	1726	LEAD-IN CABLE (*****) (14-2)	15 pgs 5,425 LF			
				PRB 32			

LC#132 GEOTEXTILE FOR DRAINAGE

STA	LENGTH	WIDTH	Av. Width	Area	Yd
15+00		8.0		96.0	10.
-	12.0	8.0	8.0	*	
*	*	*	*	*	
14+50		15.0		4,500.0	50.
-	300.0	15.0	15.0		
17+50		15.0		*	
*	*	*	*	*	
16+50		15.0		1,095.0	12.
-	73.0	15.0	15.0		
-		15.0			
7+00		47.0		4,315.0	50.
-	105.0	47.0	47.0		
-		47.0			

Page Total: 1,180.754

**Pay  
Record  
Books**

*Joint activity between  
SharePoint & HiCAMS*





# Process Change



## **OLD PROCESS**

1. Inspector records pay record info in red book
  - Uses calculator or spreadsheet to do calculations
2. Reviewer checks calculations & reasonableness
3. Resident office staff initials to indicate approval
4. HiCAMS technician copies info into HiCAMS

## **NEW PROCESS**

1. Inspector enters pay record info in SharePlus
2. Reviewer checks reasonableness
3. Resident office approves

*All calculations done automatically by system*

*Record automatically entered in HiCAMS*

# Questions?

