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

- 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
Subcontract Approval Form (SAF)

- Subcontract Unit Price – the “value” of the work as compared to the contract unit price bid for the project
- All subcontracts that involve a line item must be less than or equal to contract unit bid price
  - For example if you bid $1 / ton for asphalt. You can’t subcontract out more than $1 to all subs.
  - This may result in a sub’s value being less than what you are actually paying them
- DBE Unit Price can be more or less than Subcontract Unit Price.
Subcontract Approval Form (SAF)

- Changes Needed – What do you do?
  - Proof that all parties are in agreement are needed. Initially changes is sufficient for minor changes.
- NCDOT requests a copy of the executed subcontract agreement
  - Minimum of 2 or 10% of the approved SAFs, whichever is greater
  - May request additional ones if additional information is needed
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
Subcontract Approval Form (SAF)

- New Form – Updated 04/19
- SAF requires certification that the FHWA 1273 and Title VI language have been PHYSICALLY incorporated into Federal Contracts at all tier levels
- SAF requires certification that the Title VI language has been PHYSICALLY incorporated into State Contracts at all tier levels
- Must be submitted within 30 days after the date of availability or 20% of contract time, whichever is greater
Subcontract Approval Form (SAF)

- Must be submitted and approved by NCDOT prior to the subcontractor beginning work
- All Subcontractors must be PREQUALIFIED to perform work on NCDOT projects
- Upcoming WEBINAR for Contractors in April 2020
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.)
Problems With Payrolls
Subcontractor Payment Tracking – **NEW**

New Landing Page for Prime Contractors
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 ≠ No DBE Participation Credit towards the Overall DBE Contract Goal
- Capture Payments to 2\textsuperscript{nd} Tier DBE Firms—Need Documentation from 1\textsuperscript{st} Tier Non-DBE Subcontractors to enter payments for 2\textsuperscript{nd} 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
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
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)

## Table A

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<th>JOB CATEGORIES</th>
<th>TOTAL EMPLOYED</th>
<th>RACIAL/ETHNIC MINORITY</th>
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**Note:** White + Minority = Total Employed

## Table B

**Note:** Broken down by race in Table C

## Table C

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<th>TABLE C (Table B data by racial status)</th>
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FHWA-1391 Form (Annual EEO Report)

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1. MARK APPROPRIATE BLOCK
   - Contractor
   - Subcontractor

2. COMPANY NAME, CITY, STATE:
   ISA 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 GMB control number for this collection is 2175-0019 expiring in March, 2016.

6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 20__ (INSERT YEAR)

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TABLE C (Table B data by racial status)

8. PREPARED BY:
   (Signature and Title of Contractors Representative)
   John Doe, President

9. DATE:
   02/02/22

10. REVIEWED BY:
    (Signature and Title of State Highway Official)
    Jane Doe, Resident Engineer

11. DATE:
    02/02/22

NO WORK PERFORMED

ncdot.gov

AGC/NCDOT WORKSHOP 2020

22
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 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 U.S.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

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 (NCDOH) 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 NCDOH-funded programs or activities.

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

NCDOH Office of Civil Rights
Title VI Nondiscrimination Program
1211 Mail Service Center
Raleigh, NC 27699
1-800-522-0453
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 1-877-775-8200.

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.

ATTENTION: 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.

AGC/NCDOT WORKSHOP 2020
**FHWA 1273 Contract Provisions**

**REQUIRED CONTRACT PROVISIONS**

**FEDERAL AID CONSTRUCTION CONTRACTS**

1. **General**
2. **Bid Solicitation**
3. **Non discriminating**
4. **Non-aggregated Facilities**
5. **Closeout/Rezoned and Related Act Provisions**
6. **Contract Work Hours and Safety Standards Act Provisions**
7. **Subletting or Assigning the Contract**
8. **Safety, Socially Beneficial**
9. **Contract Work Hours and Safety Standards Act**
10. **Implementation of Clean Air Act and Federal Water Pollution Control Act**
11. **Compliance with Governmentwide Suspension and Disbarment Requirements**
12. **Certification Regarding Use of Contract Funds for Lobbying**

**ATTACHMENTS**

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

**GENERAL**

1. Form FHWA-1273 must be physically incorporated in each contract document referenced in Title 23 (including emergency contracts) solely intended for stand-alone use. The contractor (or subcontractor) must insert the form in each subcontract and further require its inclusion in all lower tier subcontractors including 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 form requires that the contractor(s) or subcontractor(s), when the subcontractor or service provider:

- **Form FHWA-1273** must be included in all Federal-aid design-build contracts and all life cycle contracts and services for contracts (including subcontracts for design services, purchase orders, rental agreements, and other agreements for supplies or services). The design-builder must be responsible for compliance to any subcontractor and/or service provider.

- **Contracting agencies may reference Form FHWA-1273 in the proposal or request for proposal documents, however, the contract document is the reference form. The requirement applies to all contracts, subcontracts and lower-tier subcontractors, including purchase orders, rental agreements, and other agreements for supplies or services related to a construction contract.

Subordinate to the applicable criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract or the contractor’s own organization and with the assistance of workers under the contractor’s immediate supervision and to all work performed on the contract by subcontractor, agent, or place. The provisions described herein are intended to ensure compliance with Title 23 USC, Section 104, the Rehabilitation Act of 1973, as amended, and the related regulations including 23 CFR Parts 21, 26, 27, and 23 CFR Parts 203, 230, and 533.

- The contractor and all subcontractors must comply with the provisions of 23 CFR Part 230 applicable to Federal-aid construction contracts and to all related construction subcontracts of $100,000 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 provisions: Executive Order 11446, 41 CFR 60-1, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended, 23 USC 794, Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 23 CFR Parts 21, 26, 27, and 23 CFR Parts 203, 230, and 533.

The contractor and all subcontractors must comply with the requirements of the Equal Opportunity Clause in 41 CFR 60, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 204.13. The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11446 and the policies of the Secretary of Labor including 41 CFR 60, 29 CFR 1625, and 26 CFR 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, 23 USC 794, Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 41 CFR Parts 21, 26, 27, and 23 CFR Parts 203, 230, and 533.

The following provision is adopted from 29 CFR 230, Appendix A, with appropriations to all Federal contracts involving work by the Department of Labor under the Service Contract Act (SCA) and PHRA requirements. 1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements are not to discriminate and to take affirmative action to assure most opportunities as set forth under contract, competitive actions, orders, purchase agreements, or 29 CFR 230, 26 CFR 1835, 26 CFR 1825, 47CF, 41 CFR 60-1 and 49 CFR 27 and orders of the Secretary of Labor as modified by the provisions prescribed herein, and imposed pursuant to 23 CFR 230.2. The provisions shall be included and specified as affirmative action standards for the contractor’s own activities under 23 CFR 203.
FHWA 1273 and Title VI Requirements

SUBCONTRACT CERTIFICATION (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 / 2nd tier subcontract in its entirety.

SUBCONTRACT CERTIFICATION (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/2nd tier subcontract in its entirety.

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

**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

WE'RE FINALLY DONE!!

NO NOT REALLY
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?

<table>
<thead>
<tr>
<th>Category</th>
<th>Time to Notify</th>
<th>Time to Close Out after notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Projects</td>
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<td>141 days</td>
</tr>
<tr>
<td>D Projects</td>
<td>109 days</td>
<td>97 days</td>
</tr>
</tbody>
</table>

- 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.
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

Source
Plant Geozone

Trucks equipped with mobile GPS Unit

Destiny
Jobsite Geozone

E-Ticket available when Truck applies

~$85$
**E-Ticketing**

**Physical 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

**Paper Ticket**

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

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

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**Notes for Ticket #4650-208**

**Notes for Ticket #4554-208**

**Notes for Ticket #4655-208**

**Notes for Ticket #4657-208**

**Notes for Ticket #4659-208**

**Notes for Ticket #4660-208**

**Notes for Ticket #4661-208**  
March 2, 2020, 8:50 a.m.

**Notes for Ticket #4662-208**

**Notes for Ticket #4663-208**

**Notes for Ticket #4664-208**

**Notes for Ticket #4665-208**

**Notes for Ticket #4666-208**

**Notes for Ticket #4667-208**

**Notes for Ticket #4668-208**
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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
1) DIT Data Requirements – General Statue 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

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

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
Filter Button at the top
• Filter Button at the top
• Favorites Flag
- Filter Button at the top
- Favorites Flag
- Let Date
### Advertised and Anticipated Lets

**Central, Division, Design Build, and Roadside Environmental Lets**

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<th>Status</th>
<th>Overview</th>
<th>Details</th>
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- **Let Date**
- **Recently Posted Flag**
- Filter Button at the top
- Favorites Flag
- Let Date
- Recently Posted Flag
- NCDOT Responsible Unit
### Advertised and Anticipated Lets

**Central, Division, Design Build, and Roadside Environmental Lets**

#### Filter Button at the top

#### Favorites Flag

#### Let Date

#### Recently Posted Flag

#### NCDOT Responsible Unit

#### Advertisement or Anticipated Advertisement Status

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- NCDOT Responsible Unit
- Advertisement or Anticipated Advertisement Status
- Invitation to Bid or Advertisement Letter
### Advertised and Anticipated Lets

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</table>

#### NCDOT Responsible Unit

- Filter Button at the top
- Favorites Flag
- Let Date
- Recently Posted Flag
- Advertisement or Anticipated Advertisement Status
- Invitation to Bid or Advertisement Letter
- Open the Letting Page

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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Let By</th>
<th>Status</th>
<th>Overview</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>07/31/19</td>
<td>Roadside</td>
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<td></td>
<td>Open Let</td>
</tr>
<tr>
<td>07/31/19</td>
<td>Roadside</td>
<td>Advertised</td>
<td></td>
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<tr>
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<td>07/26/19</td>
<td>Roadside</td>
<td>Advertised</td>
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<td>DFOO0959 - ITB_Rev</td>
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</tbody>
</table>

- Filter Button at the top
- Favorites Flag
- Let Date
- Recently Posted Flag
- NCDOT Responsible Unit
- Advertisement or Anticipated Advertisement Status
- Invitation to Bid or Advertisement Letter
- Open the Letting Page
- Quick View of Letting Details
Features:

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

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### Advertised and Anticipated Lets

<table>
<thead>
<tr>
<th>Date</th>
<th>Let By</th>
<th>Status</th>
<th>Overview</th>
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</thead>
<tbody>
<tr>
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<td>Overview 1</td>
</tr>
<tr>
<td>07/24/19</td>
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<td>Advertised</td>
<td>Overview 2</td>
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<td>Overview 3</td>
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<td>Division 2</td>
<td>Advertised</td>
<td>Overview 11</td>
</tr>
</tbody>
</table>

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**Filter Lets**

- Central
- roadside
- Design Build
- Division 1
- Division 2
- Division 3

For feedback and questions about our new Listing Rollup feature, please Contact Us. For questions about a specific listing, please look to that listing’s letting page and contact them from there.
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

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?