


Model Assistance as Requested for Minor Tasks

Transportation Planning Branch		Approved: June 26, 2008 Version 1
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Purpose

The purpose of this procedure is to outline the steps to receive assistance for minor model assistance tasks from preselected private engineering firms (PEF) ([future link](#) to Model Research & Development Group web site).

The TPB project engineers may request assistance for minor modeling tasks from the PEF if TPB staff is not available to provide assistance. Approval from the Technical Service Unit Head is required if the assistance of over 20 hours per week is requested.

Background

General technical on-call PEFs are set up to assist with small modeling tasks, such as rerunning models for new scenarios, modifying networks for a new model run, and other tasks as needed. Usually, the tasks are small and can be completed within a couple of weeks.

For bigger projects, (e.g. model development) a new task order under an existing Limited Services Agreement must be set up in compliance with the procedure “Model Assistance for Contract Development” ([future link](#)).

Responsibility

- It is the responsibility of the **Project Engineer** (person in the forecasting or planning group that is requesting assistance) assigned to the model project to obtain approval from the Group Supervisor, define the tasks, estimate the man-hours, obtain the consultant hour-cost estimate, review and validate the services received from the consultants.
- It is the responsibility of the **Model Research & Development Group Supervisor** and the **General Contract Management Engineer** (currently Hong Qi Lu of the Model Research & Development Group) to review and approve the service request.
- It is the responsibility of the **General Contract Management Engineer** to send out “The Notice to Proceed Letter”, verify the service received and process the invoice.
- It is the responsibility of the **Technical Services Unit Head** to approve the request, if the assistance is over 20 hours per week.

Policy, Regulatory, and Legal Requirements

Approval by the Technical Services Unit Head is required if the task is over 20 hours per week. For tasks less than 20 hours per week, the Project Engineer's Supervisor, Model Research & Development Group Supervisor and the General Contract Management Engineer review and approve the assistance request.

Man-hour estimates are required by the NCDOT External Audit Branch prior to approving the final contract.

Scheduling and Time Constraints

The [General Assistance Service Form](#) must be filled and approved prior to the PEF being given the Notice to Proceed.

Procedures

Procedure Input – Identified Task for PEF Technical Assistance; [General Assistance Service Form](#) (future link to model research group web site)

Procedure Outputs – Completed General Assistance Service Form; Processed Invoices; completed task.

The project engineer will follow the steps below to properly procure a PEF for minor model technical assistance:

Step	Action
1	<ul style="list-style-type: none">The Project Engineer defines the tasks and estimates the time for each task.On the General Assistance Service Form (future link to the Model Research & Development Group web site), the Project Engineer fills out the columns of "Tasks of the Service" and "TPB Engineer Estimated Time."
2	<ul style="list-style-type: none">If the Project Engineer knows which consulting company to contact, the Project Engineer selects the company from the list (future link to the Model Research & Development Group web site);Otherwise, the General Contract Management Engineer selects the consulting company and emails the consultant's contact information to the Project Engineer.
3	<ul style="list-style-type: none">The Project Engineer obtains the estimated time and cost for each task from the consultant.On the General Assistance Service Form the Project Engineer fills out the rest of the information except the two columns "Date Provided" and "Time Spent".
4	<ul style="list-style-type: none">The Project Engineer emails the General Assistance Service Form to the Model Research & Development Group Supervisor and the General Contract Management Engineer.
5	<ul style="list-style-type: none">The Model Research & Development Group Supervisor and the General Contract Management Engineer review and approve the service request, and the General Contract Management Engineer emails "The Notice to Proceed Letter" to the PEF and the Project Engineer.
6	<ul style="list-style-type: none">The Project Engineer manages the project.Once the project is complete, the Project Engineer fills out the two columns "Date Provided" and "Time Spent" on the General Assistance Service Form and then

	emails the form to General Contract Management Engineer.
7	<ul style="list-style-type: none"> The General Contract Management Engineer reviews and approves the project progress report received from the PEF, and processes the invoice as per the procedure.

Warnings and Precautions

The PEF may not charge time before the notice to proceed.

Resources and Tools

- [General Assistance Service Form](#)
- Model Research & Development Group web site ([future link](#))
- Sample Notice to Proceed Letter

Contacts

- For suggestions to change this procedure contact: Earlene Thomas, PE (919) 733-4705 ext. 47
- For questions about performing this procedure contact: Hong Qi Lu, (919) 715-5482 ext. 376

Glossary

None

User Access

NCDOT Internal Use Only

Flowchart

None