



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

JAMES B. HUNT JR.
GOVERNOR

P.O. BOX 25201, RALEIGH, N.C. 27611-5201

GARLAND B. GARRETT JR.
SECRETARY

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To: Group Leaders
Area Engineers

From: D. E. Burwell, Jr., PE *con for PERM*
State Location & Surveys Engineer

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Subject: Permanent and Interim PEF Procedures

With the implementation of new duties for the TE I's and TT VI's, we have the need to establish several new procedures in our field offices. These procedures will provide planning opportunities for your staff as well as documentation for projects. The guideline on data transmittal will remain in effect until procedures and computer programs have been set up and provided to the field offices. The other guidelines are to be considered as policy on all projects as of today.

Scoping Notes:

The TE I/TT VI will begin scoping all projects, with written notes as to what tasks are to be done, limits of project coverage, phases of work, and tentative schedules for each activity. These scoping notes should include any specific instructions or areas of concern. These will be used as a guide for in-house survey crews and for PEF projects. This will be sent to Raleigh as part of data transmitted.

Scoping Minutes:

TE I/TT VI will review and approve minutes of scoping meetings as submitted by PEF personnel. TE I/TT VI should keep their own as well, but the minimum to be required will be an approved (by the TE I/TT VI) copy of the PEF's minutes. These approved minutes will be submitted by the TE I/TT VI along with the final version of the TE I/TT VI estimate to the L&S PEF Group in Raleigh.

Diaries:

The TE I/TT VI will begin keeping daily diaries of field visits, activities, conversations, etc., taking special note of those conversations, field visits, etc., involving interaction with PEF personnel.



Negotiations:

The TE I/TT VI will begin negotiating man-hours with the PEF now. During this interim phase, this will be monitored by members of the L&S PEF Group. The final man-hours estimate submitted by the TE I/TT VI and the estimate submitted by the PEF should be the same.

Field/Office Visits:

The TE I/TT VI will begin making visits to review project activities, both in the field and to PEF offices. This is to review project progress and to ensure that proper procedures are being followed.

PEF Exceeding Scope of Work:

Any additional work proposed by or requested of a PEF must be approved by the PEF Group in Raleigh prior to the PEF receiving authorization to proceed. This is to ensure that there is sufficient moneys available to pay for additional work.

Data Transmittal:

Until procedures are established for the field offices to receive and review data from PEF's, all PEF data will continue to come to the PEF Group in Raleigh as it does now. During this interim period, data transmittal procedures will be established. This may include the creation of some sort of central data directory for data transfer and data scanning for computer viruses.

Thank you for your cooperation in this matter. If you have questions or comments, please do not hesitate to contact your Area Engineer or the Central Office staff.

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