STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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SECRETARY

April 30, 2014

MEMORANDUM

TO: DOT All

FROM: Michael Holder, PE, Chief Engineer
                         Rodger Rochelle, PE, Director of Technical Services

SUBJECT: Process Change: Electronic let plan submissions and e-Signatures

Electronic let plan submissions and e-Signatures

A part of NCDOT Content Management Program

I am pleased to announce that we are implementing our first all-electronic process for letting. This process change affects centrally let and designed design-bid-build projects; soon, other processes for letting will be changed as well. As we near the launch of this important initiative, here are three critical things you need to know:

1. *Expectation:* All submissions for all centrally let, centrally designed, design-bid-build projects beginning with the November letting will be submitted with electronic signatures on documentation directly generated from electronic sources.

The first pilot project for electronic signatures and plan submissions has been awarded and the Construction site has been created. Two pilot projects are now advertised for the May let date and two more are submitted for June let. The Winston-Salem beltway (U-2579B) is the final pilot project with an October let date.

The pilots have delivered a higher quality set of construction documents that are more manageable and searchable in electronic form. Sealing and signing of plans and provisions no longer requires travel or snail mail to complete. We are grateful for your leadership and support in the success of these pilots.

Procedures for electronic submission and signing of plans and provisions implemented in the first pilots have been tweaked and improved, based on feedback from your teams. The pilot teams have found that for the design units, most changes to current practices are minor but significant.

- Creating PDF files of drawings and provisions rather than paper plots and .docs from Microstation and MS Office.

- E-Signatures on plans and documents before final turn in rather than handwritten signatures and scanning after final review.

- New file naming/pagination standards and final submission locations in the project folders on project store.

- Changes in communication and submission of post-advertisement plan changes, both pre-let addenda and post-award revisions.

2. *Responsibility:* **Each design unit is responsible for ensuring that the plans and provisions that they submit electronically are signed/sealed (if appropriate) and follow all the formatting guidelines of the new process.**