***ALWAYS DO ALL ENTRY IN ALL CAPS***

**NAMING FILES AND REQUIRED SUBMITAL:**

On Central contracts (contract number starts with a C), a separate XLS file is required for each WBS and disciplines:

Erosion Control (EC)

Lighting (LI)

ITS (ITS)

Signals (SG)

Signing (SI)

Structures (ST)

Roadway (RW)

Planting (PL)

Rest Area (RA)

Utilities (UT)

Pavement Marking (PM)

Traffic Control (TC)

*Example: R-2507A and R-2507B will be let as one contract (C204400) with two WBS numbers (12345 and 56789). If the projects both have erosion control, pavement markings, signing, roadway, utilities and structures. You would provide:*

*12345\_EC, 12345\_PM, 12345\_SI, 12345\_RW, 12345\_UT, 12345\_ST, 56789\_EC, 56789\_PM, 56789\_SI, 56789\_RW, 56789\_UT, 56789\_ST*

For Division contracts (contract number starts with a D), only two files are required for each WBS. One for Roadway and one for Structures.

*Example: R-2507A and R-2507B will be let as one contract (C204400) with two WBS numbers (12345 and 56789). If the projects both have erosion control, pavement markings, signing, roadway, utilities and structures. You would provide:*

*12345\_RW, 12345\_ST, 56789\_RW, 56789\_ST*

**NAMING FILES AND REQUIRED SUBMITAL:**

Submit file by creating a new Document Set labeled PET in the Let Prep Folder and Final Plans.

**PROJECT TAB**

**PROJECT INFORMATION:**

In the Project ID field, add WBS number.

In the Project Description field, add TIP if applicable.

**CATEGORY INFORMATION:**

This is where any agreements/cost share and list of all structures are entered.

**CATEGORIES AND NPAR/COST SHARE AGREEMENTS:**

All but Structures:

The base file contains Category 0001. This is used for items associated with NCDOT cost.

If there are agreements that include any kind of cost sharing (NPAR), add those into the Category ID field starting with Category 0002. In the Description field, include the full name of the party listed on the agreement (ie City of Charlotte, Duke Power, AT&T, Norfolk-Southern Railway).

For all files, except those containing structure items, the x=category Description field should for 0001 should be entered as ROADWAY ITEMS.

For Structures:

Structures will be entered starting with Category ID 0001. In the Description, enter culvert or bridge number, Station, or some other identifier to allow NCDOT to connect category and items/quantities to the plans.

All Culverts are entered first starting at the beginning of the project and working to the end.

Next, enter all Walls starting at the beginning and working to the end.

Finally, enter all bridges starting at the beginning and working to the end.

Any NPAR agreements also need to be added to the Category Information.

**NPAR/AGREEMENTS:**

Items and quantities associated with each agreement will need to be entered. If the agreement is for a set dollar amount or overall percentage, convert that to quantities and enter items.

**PROJECT ITEM TAB**

The PET file is preloaded with 2024 Spec Year Pay Items. To add pay items, click the Select Items button at the top of the tab. A box will open and you can search by item number (name) or Description. To add click in the box beside the number. You can Select Items multiple times. After selecting the items to add to the project, click the Add Items button.

If the exact item number is known, that item can be added by clicking in the field just below the last entered line in the Item column and entered that way. The item number is ten numbers, a dash, and either E, M, or N (must be capitalized).

You will need to add a Category Number.

If item is GENERIC or contains asterisks (\*\*), you will need to add a Supplemental Description.

When adding Supplemental Descriptions, use ALL CAPS.

For GENERIC items, match the Supplemental Description entry to the Pay Item section at the bottom of the provision.

For items with asterisks, replace the asterisks with the information that would fill that space, place them within parenthesis, and include any dimension markings. (1-1/2”) or (24”, 90 MILS)

Enter the quantity.

If you have Alternates (a contractor can bid on either THIS or THAT), the AlternateCode field needs to be filled in. Start by using AA1 for the first grouping of items and then the alternate side would be AA2. If more than one alternate is included on the project, make the next alternate a different set of letters.

**TIPS:**

If you have a Lump Sum (LS) item, like Mobilization, that will be split either between NPAR/State Cost or between two WBS numbers, you will need to enter 1.000 in the quantity and the percentage in the Supplemental Description column.

Two LS items require a quantity to be entered. Clearing & Grubbing should have the Acres entered. Structural Steel should have the pounds entered.

**Questions or comments can be emailed to: AWPHelp@ncdot.gov.**