



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

August 25, 2014

TO: Division Engineers

FROM: Mike Holder, P.E. *MJ Holder REG*  
Chief Engineer

SUBJECT: Division Let Guidance Manual

Effective immediately, the attached guidelines should be put into use by your staff as they prepare contracts for Division let projects. The guidelines were established to standardize the letting process statewide, and to provide staff with a reference manual for standard operating procedures.

If you have any questions, please contact Daniel Keel at (919) 707-2530.

MLH:wdk

Attachment

cc: Ricky Greene, Deputy Chief Engineer

**MAILING ADDRESS:**  
NC DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE CHIEF ENGINEER  
1536 MAIL SERVICE CENTER  
RALEIGH NC 27699-1536

TELEPHONE: 919-707-2500  
FAX: 919-733-9428  
WEBSITE: [WWW.NCDOT.GOV](http://WWW.NCDOT.GOV)

**LOCATION:**  
TRANSPORTATION BUILDING  
1 SOUTH WILMINGTON STREET  
RALEIGH NC