

Project Management Overview - STATE

TIP #	Local Government	Funding:	\$
NAME:	LOCAL PROJECT MANAGER:	DIVISION PROJECT MANAGER:	
PROJECT DESCRIPTION:	<i>Name</i>	<i>Name</i>	
	<i>Title</i>	<i>Title</i>	
	<i>Address</i>	<i>Address</i>	
	<i>City, State, ZIP</i>	<i>City, State, ZIP</i>	
PE WBS:	<i>Phone Number</i>	<i>Phone Number</i>	
ROW WBS:	<i>E-mail</i>	<i>E-mail</i>	
CON WBS:			
Other WBS:			
Phase	Date Completed	Description	Notes
Programming		Project Approval	Consult with Division Engineer on steps to obtain state funding for project.
		Funding Authorization	Funds must be approved in the BOT Agenda before a project can move forward.
		Agreement Preparation	NCDOT prepares project agreement based on data submitted by LGA - Agreement will govern all aspects of project implementation.
		Scoping Meeting (optional)	The opportunity to identify all responsible parties and go over project administration responsibilities and timeline.
		Agreement Execution	Agreement <u>must</u> be executed before any work can begin.
Pre-Construction		Procuring Professional Services	All procurement must be in accordance with applicable NCDOT regulations and state laws. NCDOT must review all proposed contracts before execution.
		Environmental Documentation	All projects must be in compliance with state environmental laws.
		Design--Plans, Specification, and Engineer's Estimate (PS&E)	All plans and specs must be in accordance with NCDOT Standards and Specifications. Any work within the NCDOT ROW will require an encroachment agreement. Contact for encroachment:
		ROW Acquisition or Utility Relocation	Acquisition of ROW must be in accordance with the NCDOT Right of Way Manual
		Right of Way Certification	Contact ROW Agent for Acquisition and Certification:
		Approval of Bid Documents	Goal for MBE/WBE participation will be set by NCDOT; Special provisions must be included and followed; NCDOT will review and approve bid documents prior to LGA advertising.
Construction		Procuring Construction Services	Recommendation for low bidder must be approved by NCDOT before contract is awarded.
		Construction	Oversight will be accomplished by NCDOT Division Office.
Completion		Project Completion	Completion occurs when project has been inspected and final invoice paid.
		Maintenance	Project is maintained by either the LGA or NCDOT, according to the Project Agreement.
RECURRING ITEMS			
Reports:	Due at regular intervals according to your agreement		
Reimbursement:	Submit request for reimbursements in accordance with Project Agreement		

Project Management Overview - Federal

TIP #		Local Gov't Agency		Funding:	\$
NAME:		LOCAL PROJECT MANAGER:		PRE-CONSTRUCTION PHASE	
PROJECT DESCRIPTION:		PROGRAM CONSULTANT:		CONSTRUCTION PHASE	
		Name		Name	
		Title		Title	
		Address		Address	
		City, State, ZIP		City, State, ZIP	
PE WBS:		Phone Number		Phone Number	
ROW WBS:		E-mail		E-mail	
CON WBS:					
Other WBS:					

Phase	Date Completed	Description	Notes
Programming		Program Info TIP	Once a project is approved by the Board of Transportation, it is programmed into the 7-year Transportation Improvement Program (TIP).
		Submit Project Information Data	Sponsor must complete Project Information Data Sheet in order for a Project Agreement to be prepared.
		Agreement Preparation	NCDOT prepares project agreement based on data submitted by Sponsor - Agreement will govern all aspects of project implementation.
		Scoping Meeting	The opportunity to identify all responsible parties and go over project administration responsibilities and timeline.
		Agreement Execution	Agreement <u>must</u> be executed before any funding can be authorized.
Pre-Construction		Preliminary Engineering Authorization	Requested after agreement is fully executed; Allows the Sponsor to submit reimbursement requests for any phase of design.
		Procuring Professional Services	All procurement must be in accordance with applicable Federal regulations and state laws. NCDOT must review all proposed contracts before execution.
		Environmental Documentation	All projects must be in compliance with the National Environmental Policy Act (NEPA).
		Design—Plans, Specification, and Engineer's Estimate (PS&E)	All plans and specs must be in accordance with NCDOT Standards and Specifications. Any work within the NCDOT ROW will require an encroachment agreement.
			Contact for encroachment:
		ROW Authorization	Needed if there is any ROW Acquisition or Utility Relocation involved.
		ROW Acquisition or Utility Relocation	Acquisition of ROW must be in accordance with the "Uniform Act."
		Right of Way Certification	Contact ROW Agent for Acquisition and Certification:
	Approval of Bid Documents	Goal for DBE participation will be set by NCDOT; Federal provisions must be included and followed.	
Construction		Construction Authorization	Requested by NCDOT upon completion and/or approval of Environmental Document, ROW Certifications and Plans, Specifications and Estimate (PS&E package); Allows the Sponsor to advertise and let a construction contract.
		Procuring Construction Services	Recommendation for low bidder must be approved by NCDOT before contract is awarded.
		Construction	Oversight will be accomplished by NCDOT Division Office.
Completion		Project Completion	Completion occurs when project has been inspected and final invoice paid.
		Maintenance	Project is maintained by either the Project Sponsor or NCDOT

RECURRING ITEMS	
Reports:	Due at regular intervals according to your agreement
Reimbursement:	Submit request for reimbursements at least every 6 months to keep project active - follow guidance in Local Program Handbook