



**NORTH CAROLINA**  
Department of Transportation

# Local Projects – Overview Agreement & Professional Services

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September 11, 2024 – PTRC Lunch and Learn (Session 2)

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

## TODAY'S PRESENTATION

- Overview of Session #1
- Procurement of professional services for a project-specific contract
- Procurement of an on-call contract
- Work done by in-house staff

# OVERVIEW MPO PROCESS

## Funding Sources from MPOs

- Surface Transportation Block Grant Direct Attributable (STBGDA)
- Transportation Alternative Direct Attributable (TADA)

## Process

- Call for Projects
- Evaluation
- Committee Review
- TCC & TAC Review and Approval
- Update the MTIP and STIP

# OVERVIEW MPO PROCESS – CONT.

## Funding Source

- Congestion Mitigation and Air Quality (CMAQ)

## Process

- Call for Projects
- TCC & TAC Review, modify and approve recommendation
- Submit application to NCDOT
- Amend the MTIP

## Other Funding Source

- Prioritization

# WHAT MAKES A GOOD PROJECT?

A. Scope, Schedule & Budget

B. Good PEF, Scope & Budget

C. Dog Park, Bell Tower, and Mural

D. None of Above

# TO START AN AGREEMENT, WHAT DO YOU NEED?

A. Lots of money and good scope

B. Approval/Resolution from MPO & Programmed in the STIP

C. The Town Manager has told us our funding was approved.

D. What's an Agreement?

# WHAT MONTH DOES FEDERAL FISCAL YEAR START AND END?

A. September 1 – August 31

B. October 1 – September 30

C. January 1 – December 31

D. July 1 – June 30

**FUNDS FOR EACH PHASE OF WORK MUST BE AUTHORIZED PRIOR TO ANY WORK BEING PERFORMED.**

**A. True**

**B. False**

# FHWA

- Remember once your funding is authorized for a phase of funding, that starts the clock with FHWA.
- You must submit a claim for FHWA every 6 months to know there is activity progressing on your project.
- Period of Performance – NCDOT allows up to five years for completion of project. Completing project doesn't mean complete construction. Completion means to complete all construction activities, acceptance of the project, and submission of a final reimbursement package to the Department.

# EBS PORTAL

- Make sure you complete form to be granted access to EBS
- EBS is a workflow system where the LGA will:
  - Request an agreement
  - Submit documents for review
  - Request funding authorizations
  - Submit reimbursement requests
- Remember
  - Submitting Documents starts a workflow; Attaching Documents does not!!

# PROFESSIONAL SERVICES

Procurement of Professional Services  
for a Project-Specific contract

Procurement of an ON-CALL  
Contract

Work done by In-House staff



## RULES OF THUMB

- If we're (NCDOT) paying for it, we want to know about it up front.  
*NCDOT must review proposed costs before the LGA incurs them*
- All procurement must be competitive
- No advertisement prior to funding authorization

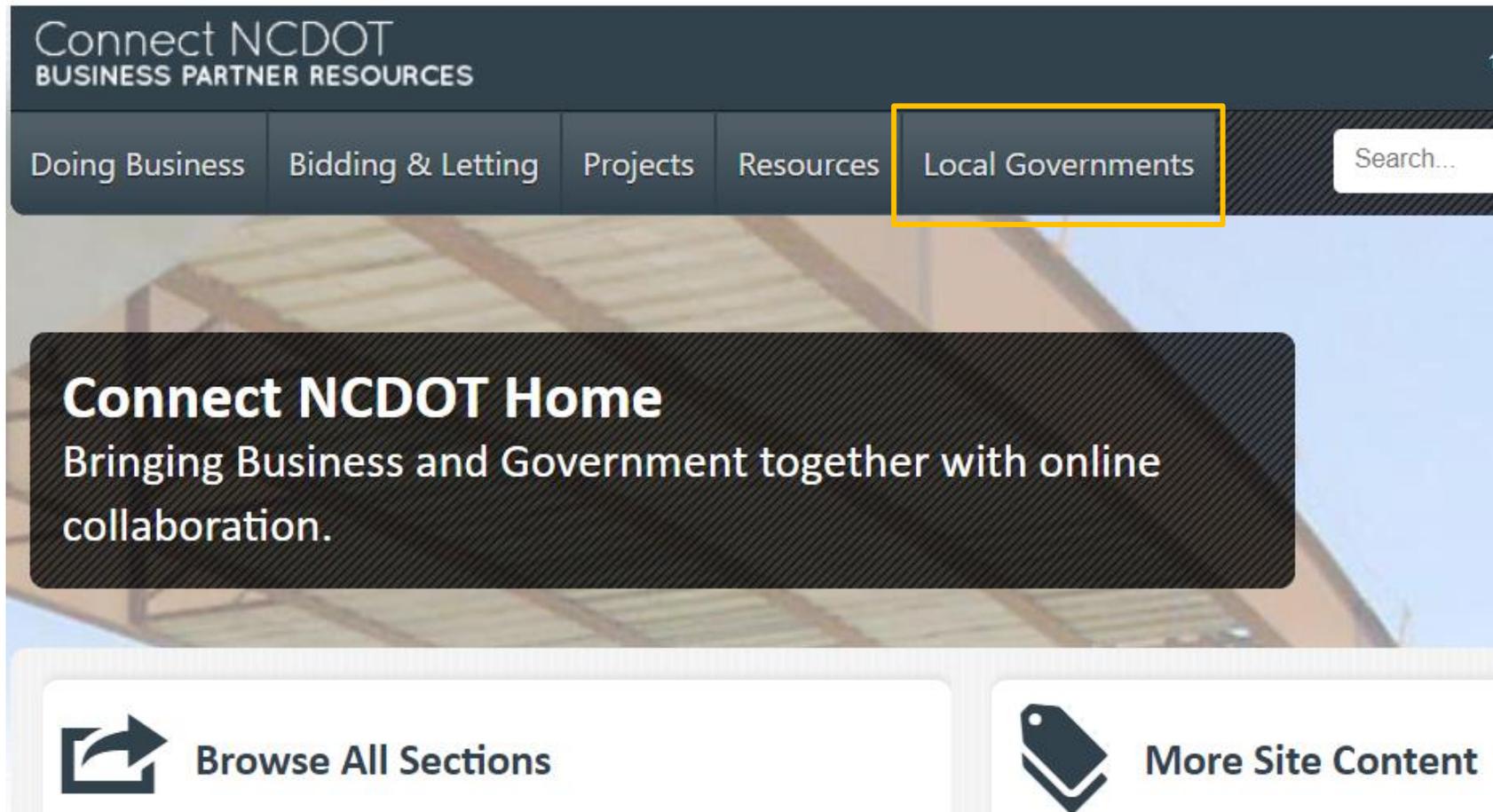
*Limited exceptions to these rules*

# RESOURCES

NCDOT Connect Site –

<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>

Or go to connect.ncdot.gov



# LOCAL PROJECT RESOURCE



## Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.

Home > Connect NCDOT > Local Governments > Local Projects

### Introduction

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

#### WHAT IS A LOCALLY-ADMINISTERED PROJECT?

LGA programs and projects receive federal or state money based on the recommendations of Municipal or Rural Planning Organizations (MPOs and RPOs), NCDOT Program Areas, and Board of Transportation Members. LGAs are responsible for carrying out the design and construction of projects, or implementation of programs.

#### WHAT IS NCDOT'S ROLE?

NCDOT's role is to advise, approve and oversee the proper expenditure of funds by an LGA on an eligible project or program. NCDOT is committed to establishing appropriate oversight in order to ensure the best use of public funds and compliance with all applicable state and federal regulations.

View an overview of Federal-aid Project Delivery and use of EBS Portal here:  [General Overview of Federal-Aid Project Delivery.pptx](#)

### FORMS & TEMPLATES

[Letter Requesting Concurrence with PEF Selection](#) 

[Letter from LGA Requesting NCDOT Concurrence with Construction Contractor](#) 

[Project Information Data Sheet](#) 

[Contract Provision for Non-Federal Entities](#) 

[DBE-IS Subcontractor Payment Report](#) 

[Utility/RR Certification Form for LGAs](#) 

[Letter from LGA Requesting Reimbursement](#) 

[Letter from LGA Accepting Project from Contractor](#) 

[Letter from LGA Requesting Concurrence - Construction](#) 

- From the website click on Local Governments
- Local Projects
- Lots of forms/templates
- EBS Guidance

# WEBSITE PROFESSIONAL SERVICES

## Updates to the 2009 Handbook

- **Instructions**
- **Webinar**
- \* Updates (in red)
  - Introduction (Including Contacts)
  - State Transportation Improvement Program
  - **Funding, Eligible Costs, and Match Requirements**
  - **Schedule**
  - Project Agreement
    - Project Information Data Sheet (see Forms & Templates)
  - **Funding Authorization Overview**
  - **Preliminary Engineering Authorization**
  - **Professional Services**
    - **Project Specific Solicitation vs On-Call Contract (Overview)**
    -  **GUIDELINES for COMPLETING RFLOI.pdf**
    - Template Request for Letters of Interest (see Forms & Templates)
    - Letter from LGA Requesting Review of Proposal (see Forms & Templates)

# TYPICAL PROJECT DELIVERY STEPS

✓ Agreement

✓ -----Preliminary Engineering Authorization-----

- Procure Professional Services

**Environmental Document (required)**

**ROW Plans (required)**

-----Right of Way Authorization-----

- Acquire Right of Way
- Relocate Utilities

**Right of Way/Utility/RR Certification (required)**

**Final Plans, Contract Proposal and Estimate (PS&E) (required)**

-----Construction Authorization-----

- Advertise and Let Construction Contract
- Construct & Administer Contract

**Final Inspection (required)**

- Final Reimbursement

# PROFESSIONAL SERVICES

- All professional services procurement must be in accordance with 23 CFR 172.
- LGA must have their own written procedures or they can comply with NCDOT's Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts
  - Read 23 CFR 172
  - Review Professional Services section of Agreement and Handbook
  - Refer to NCDOT's Policies and Procedures
  - Utilize DOT's template for a Request for Letters of Interest (RFLOI)

## INITIATING THE PRELIMINARY ENGINEERING PHASE

If PE funding is an eligible phase of work, then after Agreement is executed, the LGA has three choices:

1. Request to advertise an RFOI for a project specific contract (or on-call contract)
2. Request to use a previously solicited on-call contract
3. Request to use in-house services

## **REQUEST FOR LETTERS OF INTEREST (RFLOI)**

- LGAs must complete an RFLOI for engineering services; either for design or for construction engineering and inspection (CEI).
- Use the template on the NCDOT Connect site
- Submit draft RFLOI through EBS Portal.

**SUBMIT THROUGH EBS PORTAL**

# SUBMIT DOCUMENTS

The screenshot displays the NCDOT LOCAL PROJECTS web application interface. At the top, the NCDOT logo and 'LOCAL PROJECTS' header are visible. The user is logged in as 'Welcome Craig McKinney'. The main content area shows details for 'Agreement: 2000006231, SAP-2010'. A navigation bar includes 'Save', 'Cancel', 'Submit Documents' (circled in red), and 'Refresh'. Below this, the 'Agreement Overview' section is expanded, showing 'General Data', 'Application Amounts', and 'Project Information'. At the bottom, an 'Items' table lists WBS Elements with their respective funding eligibility and amounts.

**Agreement: 2000006231, SAP-2010**

Save | Cancel | **Submit Documents** | Refresh

**Agreement Overview**

**General Data**

Description: SAP-2010  
 Grantee ID/Name: 1000000110 / CITY OF GREENSBORO  
 Grantee Contact: 1000002786 / Erica Jefferies  
 Program ID/Desc.: LPMO\_PY2014 / LPMO Program  
 Posting Date: 02/02/2015  
 Employee Responsible: Vimal John  
 Start Date: 02/02/2015  
 End Date: 02/20/2015

**Application Amounts**

Total Approved Amount: 24,000.00 USD  
 Authorized Amount: 0.00 USD  
 Billing Req. Amount: 0.00 USD  
 Cleared Item (ERP): 0.00 USD

**Project Information**

FA Project Number: Fa-001  
 TIP number: TIP-01  
 Division: 07 - Greensboro  
 Status: Agreement Approved

**DBE, MBE, WBE Participation Goals**

DBE %: 0.00 MBE %: 0.00 WBE %: 0.00

**Items**

WBS Element	Expense Type	Eligible for Funding	Authorized Amount	Authorized Claim Amt	Open Balance
	Total Project Funding	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	PE – Preliminary Engin...	<input checked="" type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	ROW – Right of Way	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	CON – Construction	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD

# SUBMIT DOCUMENTS

The screenshot displays the NCDOT LOCAL PROJECTS web application interface. The top navigation bar includes the NCDOT logo, the text "LOCAL PROJECTS", and a user greeting "Welcome Craig McKinney". A search bar with "Saved Searches" and "Go" buttons is visible. The main content area is titled "LPMO Activity: New" and includes a "Save and Back" button. The "Task Details" section is expanded, showing "General Data" with a "Document Type" dropdown menu set to "Independent PE Cost Estimate". A red arrow points to this dropdown. Below it is a "Change Status to Submit" section with a "Status" dropdown set to "Open". The "Attachments" section is highlighted with a red circle and shows a "No result found" message. A dropdown menu is open, listing various document types such as "PE RFQ", "PE - PEF Selection Process", "PEF Tasks and Mandays/Hours with Rates", "PEF Contract - Design or ROW", "Environmental Documents", "Plans & Specifications", "ROW RFQ", "ROW - Consultant Selection and Cost Proposal", "ROW Appraisal Documents", "ROW Certification Documents", "Contract Proposal", "Concurrence Request", "Construction Contract", "CEI RFQ", "CEI - PEF Selection Process", "CEI Cost Spreadsheet", "PEF Contract - CEI", and "Other Documents".

**NCDOT**  
NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

**LOCAL PROJECTS**

Welcome Craig McKinney

Saved Searches [ ] Go Advanced [ ]

LPMO Activity: New [Back] [ ]

Save and Back Save | X Cancel |

Task Details [Edit]

**General Data**

Document Type: \* Independent PE Cost Estimate

**Change Status to Submit**

Status: Open

**Notes**

[ ]

**Attachments** Attachment URL With Template | Advanced

No result found

Reference:

- PE RFQ
- PE - PEF Selection Process
- PEF Tasks and Mandays/Hours with Rates
- PEF Contract - Design or ROW
- Environmental Documents
- Plans & Specifications
- ROW RFQ
- ROW - Consultant Selection and Cost Proposal
- ROW Appraisal Documents
- ROW Certification Documents
- Contract Proposal
- Concurrence Request
- Construction Contract
- CEI RFQ
- CEI - PEF Selection Process
- CEI Cost Spreadsheet
- PEF Contract - CEI
- Other Documents

# ATTACH DOCUMENTATION

Attachment -- Webpage Dialog

To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

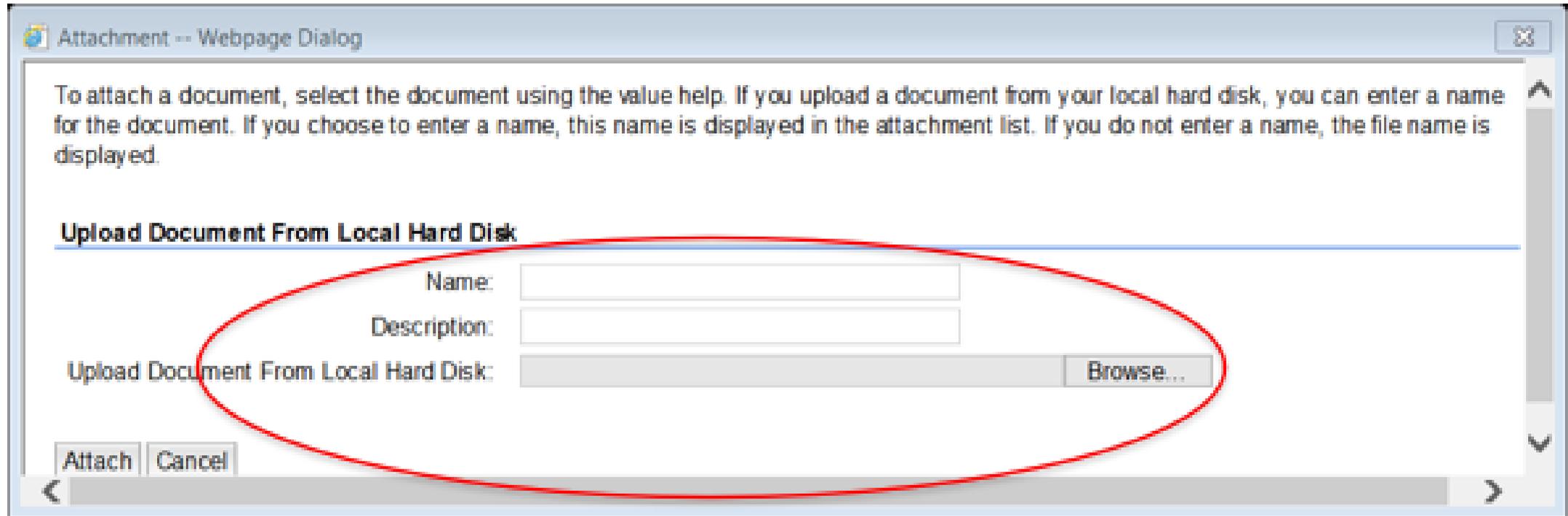
**Upload Document From Local Hard Disk**

Name:

Description:

Upload Document From Local Hard Disk:  Browse...

Attach Cancel



## REVIEW OF RFLOI

- LPMO and Division
- Dates
- Payment Terms
- Scope and Work Codes

After review and coordination with LGA on timing of advertisement, PE will be available to request.

# ADVERTISE RFLOI

- Submit final version of RFLOI with dates
- DOT will post on website

<https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx>

- LGA may post on their website
- Do not recommend soliciting directly to consultants\*
- **Make sure PE funding is authorized\***

\*There is an exception to this..

## SELECTION OF PEF

- Receive and review all Letters of Interest (LOIs)
- Evaluate all firms in accordance with the published evaluation criteria
- Nominal criteria (location and SPSF)
- Select most qualified firm – make sure all consultants are prequalified in the work codes advertised
- Recommend using consultants who have already been pre-audited by NCDOT.

# SELECTION OF PEF

- LGA will submit
  - Request for concurrence in selection (use template)
- Select either:
  - “PE – PEF Selection Process”
  - “CEI – PEF Selection Process” to submit your documents.
- You will receive back a concurrence letter for your selection.
- At that time, LGA will schedule a scoping meeting, if needed, to determine tasks

# SUBMIT CONCURRENCE FOR SELECTION OF PEF

▼ Task Details [Edit](#)

General Data Re

\* Document Type: PS\_PE – PEF SELECTION PROCESS

Date: PS\_PE RFLOI

Last Modified Date: PS\_PE – PEF SELECTION PROCESS

Change Status to Submit

Status: PS\_PEF TASKS AND MANDAYS W RATES  
PS\_PEF CONTRACT – DESIGN OR ROW  
PS\_ROW RFLOI

Notes

## ATTACH IN EBS:

1. HOW LGA RATED THE FIRMS FOR SELECTION
2. ATTACH A LETTER REQUESTING CONCURRENCE (USE TEMPLATE FROM WEBSITE)

# REVIEW OF COST PROPOSAL

Consultants should use the applicable spreadsheets found under Forms at this website:

<https://connect.ncdot.gov/business/consultants/Pages/default.aspx>

## Planning & Design

NCDOT Workday Estimate Form

## Construction Engineering & Inspection

CEI Technicians' Scope and Estimate Form

# REVIEW OF COST PROPOSAL

- Once LGA is concurrence with cost proposal, submit for review in EBS portal.  
Select:
  - PEF Tasks and Mandays/Hours with Rates
  - CEI Cost Spreadsheet
- The tasks, man-hours and rates will be reviewed by Division and External Audit.
- LPMO will return for any revisions needed.
- Submit for final review and concurrence with amount.

# SUBMIT IN EBS COST PROPOSAL - PE

▼ Task Details  Edit

**General Data** F

\* Document Type: PS\_PEF TASKS AND MANDAYS W RATES

Date: PS\_PE RFLOI

Last Modified Date: PS\_PE – PEF SELECTION PROCESS

**Change Status to Submit**

Status: PS\_PEF TASKS AND MANDAYS W RATES (highlighted in red)

PS\_PEF CONTRACT – DESIGN OR ROW

PS\_ROW RFLOI

PS\_ROW CONSULTANT SELECTION AND COST PROPOSAL

Notes

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

 [NCDOT\\_Workday\\_Estimate\\_Form.xlsm](#)

OVERALL SUMMARY	
TIP NUMBER:	
COUNTY:	Whe
TASK ORDER NUMBER: (if applicable)	
FA NUMBER: (if applicable)	
ESTIMATE SUBMITTAL NUMBER: (Version Control-if needed) (Ex. InitialV2 (initial estimate version 2))	WBS1 Firm DC1 Request
OTHER PROJECT IDENTIFIER INFORMATION: (if needed)	
DESCRIPTION: (List the project parameters; where the project starts and stops)	
DISCIPLINE USED: (List each discipline that will be involved in this project)	

# SUBMIT IN EBS COST PROPOSAL CEI SERVICES

▼ Task Details *Edit*

**General Data**

\* Document Type: PS\_CEI COST SPREADSHEET

Date: PS\_PE RFLOI

Last Modified Date: PS\_PE - PEF SELECTION PROCESS

**Change Status to Submit**

Status: PS\_PEF TASKS AND MANDAYS W RATES

**Notes**

PS\_PEF CONTRACT - DESIGN OR ROW

PS\_ROW RFLOI

PS\_ROW - CONSULTANT SELECTION AND COST PROPOSAL

PS\_CEI EXEMPTION

PS\_CEI RFLOI

**PS\_CEI COST SPREADSHEET**

PS\_PEF CONTRACT - CEI

PS\_OTHER DOCUMENTS

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

 CEI (and VARIOUS) TECHNICIANS' SCOPE and ESTIMATE Form.xlsm

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	
PROFESSIONAL SERVICES MANAGEMENT UNIT	
Construction Engineering and Inspection (CEI)	
WBS-XXXXX.X.X	
PROJECT DESCRIPTION	
LSC #XXXXXXXXXX	
ENGINEERING AND INSPECTION TECHNICIANS	

# REVIEW OF CONSULTANT CONTRACT

- Once DOT concurs with Cost Estimate, submit draft contract under the following:
  - PEF Contract – Design or ROW
  - PEF Contract – CEI
- Include certification of Contract Provisions (template available)
- Payment terms for Design/Planning are generally Lump sum and CEI are Cost Plus.\*

## CONSULTANT CONTRACT

- The Department will review contract to ensure appropriate payment terms and costs are the same as approved in the Audit Report.
- The LGA will receive an approval letter, then submit the executed Consultant Contract in EBS for the Project file before requesting any reimbursement.

# CONSULTANT CONTRACT IN EBS

▼ Task Details [Edit](#)

**General Data**

\* Document Type: PS\_PEF CONTRACT – DESIGN OR ROW

Date: PS\_PE RFLOI

Last Modified Date: PS\_PE – PEF SELECTION PROCESS

**Change Status to Submit**

Status: PS\_PEF CONTRACT – DESIGN OR ROW

**Notes**

PS\_ROW RFLOI

PS\_ROW – CONSULTANT SELECTION AND COST PROPOSAL

PS\_CEI EXEMPTION

PS\_CEI RFLOI

PS\_CEI COST SPREADSHEET

PS\_PEF CONTRACT – CEI

PS\_OTHER DOCUMENTS

PRE-CON\_ENVIRONMENTAL DOCUMENT

**ATTACH IN EBS:  
CONSULTANT  
CONTRACT  
(WITH APPROVED AMOUNT  
AND CONTRACT  
PROVISIONS FOR NON-  
FEDERAL ENTITIES.)**

# QUESTIONS? NOW WE WILL MOVE TO ON-CALL CONSULTANTS



## USE OF ON-CALL CONSULTANT

- Use of on-call consultant must meet certain requirements:
  - Solicitation and selection in accordance with 23 CFR 172
  - Procurement must be less than five years previously
  - Master Agreement must include federal contract provisions
- Submit request for use of on-call consultant (use template letter) and current Master Agreement.

## NEW ON-CALL CONTRACT

\*\*\*All Coordination is handled by e-mail\*\*\*

- Submit draft RFLOI for on-call consultant
- Advertise and Select pool of consultants
- Submit letter for concurrence with selection and draft Master Agreement.
- If an on-call was previously selected, NCDOT still needs to see the process for that solicitation and selection

# USING ON-CALL CONSULTANT FOR A PROJECT

On Call Consultant Process has been approved – this may have happened last week or two years ago.

- Submit a request to select Firm A for Project B in EBS (PEF Selection), include the previous NCDOT concurrence with the on-call process
- After concurrence with selection of Firm A, submit a request for PE funding on that project in EBS.
- When funds are authorized, proceed with negotiation with selected consultant for specified task order
- Submit task order cost proposal for review and approval
- Submit final signed task order

# SUBMIT IN EBS PEF SELECTION - PE

▼ Task Details [Edit](#)

General Data

\* Document Type: PS\_PE – PEF SELECTION PROCESS

Date: PS\_PE RFLOI

Last Modified Date: PS\_PE – PEF SELECTION PROCESS

Change Status to Submit

Status: PS\_PEF TASKS AND MANDAYS W RATES  
PS\_PEF CONTRACT – DESIGN OR ROW

## Submit in EBS:

1. Letter selecting Firm A (from on-call pool)
2. Executed Master Agreement with Firm A
3. Documentation that NCDOT concurred with your on-call process

NCDOT will review and provide concurrence

# SUBMIT IN EBS PEF TASKS AND MANDAYS

▼ Task Details [Edit](#)

**General Data**

\* Document Type: PS\_PEF TASKS AND MANDAYS W RATES

Date: PS\_PE RFLOI

Last Modified Date: PS\_PE - PEF SELECTION PROCESS

**Change Status to Submit**

Status: PS\_PEF TASKS AND MANDAYS W RATES

PS\_PEF CONTRACT - DESIGN OR ROW

PS\_ROW RFLOI

PS\_ROW CONSULTANT SELECTION AND COST PROGRAM

## Submit in EBS:

1. Tasks/Manday Rates Worksheet for the Task Order

NCDOT will review and provide concurrence

# CONSULTANT CONTRACT IN EBS

▼ Task Details [Edit](#)

**General Data**

\* Document Type: PS\_PEF CONTRACT – DESIGN OR ROW

Date: PS\_PE RFLOI

Last Modified Date: PS\_PE – PEF SELECTION PROCESS

**Change Status to Submit**

Status: PS\_PEF CONTRACT – DESIGN OR ROW

**Notes**

PS\_ROW RFLOI

PS\_ROW – CONSULTANT SELECTION AND COST PROPOSAL

PS\_CEI EXEMPTION

PS\_CEI RFLOI

PS\_CEI COST SPREADSHEET

PS\_PEF CONTRACT – CEI

PS\_OTHER DOCUMENTS

PRE-CON\_ENVIRONMENTAL DOCUMENT

**ATTACH IN EBS:  
SIGNED CONSULTANT  
TASK ORDER  
(WITH APPROVED AMOUNT)**

# QUESTIONS? NOW WE WILL MOVE TO IN-HOUSE STAFF



## USE OF IN-HOUSE STAFF

- LGAs may use qualified, in-house staff to perform needed design work and request reimbursement
- Estimated costs and scope of work should be reviewed by NCDOT prior to initiating work.
- Submit a request to utilize in-house staff:
  - Explanation of use of staff (scope of work, qualifications of staff)
  - Cost breakdown (phase of work, wage rates, other direct costs)
  - Submit under PEF Tasks/Mandays with Rates

New Solicitation for PEF (Project Specific/On-Call)	Use of Existing On-Call contract	Work by In-House Staff
AGREEMENT EXECUTED	AGREEMENT EXECUTED	AGREEMENT EXECUTED
Submit Draft RFLOI	Submit request to use existing on-call contract & receive concurrence	Submit request to use qualified in-house staff & receive concurrence
	Include:	Include:
	- process of solicitation/selection	- letter of request
	- master agreement	- cost breakdown
Submit Change Request - PE	Submit Change Request - PE	Submit Change Request - PE
<b>PE FUNDING AUTHORIZATION</b>	<b>PE FUNDING AUTHORIZATION</b>	<b>PE FUNDING AUTHORIZATION</b>
Advertise RFLOI		
Select most qualified & submit for concurrence		
Negotiate cost proposal & submit for concurrence	Negotiate task order with on-call consultant & submit for concurrence	
Draft Contract & Submit for concurrence		
Submit executed contract	Submit final signed task order	
Start work	Start Work	Start Work

**LOTS OF INFORMATION!!!**

**ANY FINAL QUESTIONS??**

# TYPICAL PROJECT DELIVERY STEPS

✓ Agreement

✓ -----Preliminary Engineering Authorization-----

✓ Procure Professional Services

**Environmental Document (required)**

**ROW Plans (required)**

-----Right of Way Authorization-----

- Acquire Right of Way
- Relocate Utilities

**Right of Way/Utility/RR Certification (required)**

**Final Plans, Contract Proposal and Estimate (PS&E) (required)**

-----Construction Authorization-----

- Advertise and Let Construction Contract
  - Construct & Administer Contract

**Final Inspection (required)**

- Final Reimbursement

# Contact Us

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**Marta Matthews, Local Programs Manager**

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**Thank you!**

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