



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JOSH STEIN  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

May 9, 2025

Yazmin McGinnis  
GASTON COUNTY  
PO Box 1578  
GASTONIA NC 28053-1578

TIP : BL-0105  
Document : PS\_PE – PEF SELECTION PROCESS  
Ref : PS\_PE – PEF SELECTION PROCESS Approval

Dear Yazmin McGinnis,

The Department has approved your PS\_PE – PEF SELECTION PROCESS.

Approval Notes:

This letter is to advise that the Department of Transportation concurs with the selection of Alfred Benesch & Company as a result of your recent RFQ process on the subject project. The County should retain documentation related to evaluation and selection of the consultant(s) in the event of an audit. This letter also serves as your authorization to commence negotiations with this firm to perform the required Planning and Design services.

Following are directions to the estimate form that must be completed by the consultant as a part of the negotiation process. The Department will need to review the completed document to verify that it is within an acceptable cost range.

Planning and Design:

- Go to <https://connect.ncdot.gov>
- Click on "Doing Business"
- Click on "Consultants"
- Click on "Guidelines and Forms"
- Under Forms, select "NCDOT\_Workday\_Estimate Form"

If your scope of work includes Right of Way Acquisition, please separate those fees and submit at a later date, once the actual scope for ROW work is known.

**IMPORTANT:** Please use the links provided above and follow directions on forms for downloading, entering, and saving data to ensure that the

formulas will work correctly. Do not use a previously saved version of the form as it may have been updated since your last use.

In addition, all consultants must have their rates updated in the Consultant Rate System (CRS) and those rates must match what is entered in the Manday Estimate form. Please work with your consultant to make sure they are aware of this requirement. Failure to have rates entered into CRS or when rates in the form do not match what is in CRS will delay review of the estimate. If your consultant needs more information about CRS, please direct them to the Forms and Guidelines page of the Professional Services website: Professional Services Management (ncdot.gov).

The consultant should also provide backup information regarding any direct costs that they propose, if these costs are not referenced here: Maximum Allowable Non-Salary Direct Costs.

After review by the Town/City, please submit the form in EBS under the following:

#### PS\_PEF TASKS AND MANDAYS W RATES

To view approval notes/letters:

- 1) Log into EBS Portal and select tile "Local Projects"
- 2) Select "Display Documents" from Main Menu
- 3) Search for this project by above referenced TIP Number and open
- 4) Find this Document Type (reference above) with a status of Approved
- 5) Open activity: approval letter or comments will be attached.

If additional reviews are needed on this Document type, you must submit a new workflow.

Please feel free to contact your Local Project Manager should you have any questions or concern in regards to the above information.

Sincerely,  
Justin Jorgensen

JDJORGENSEN@NCDOT.GOV