



LAP Starter Pack

Beginners' Guide to Locally Administered Projects

Quick
Start

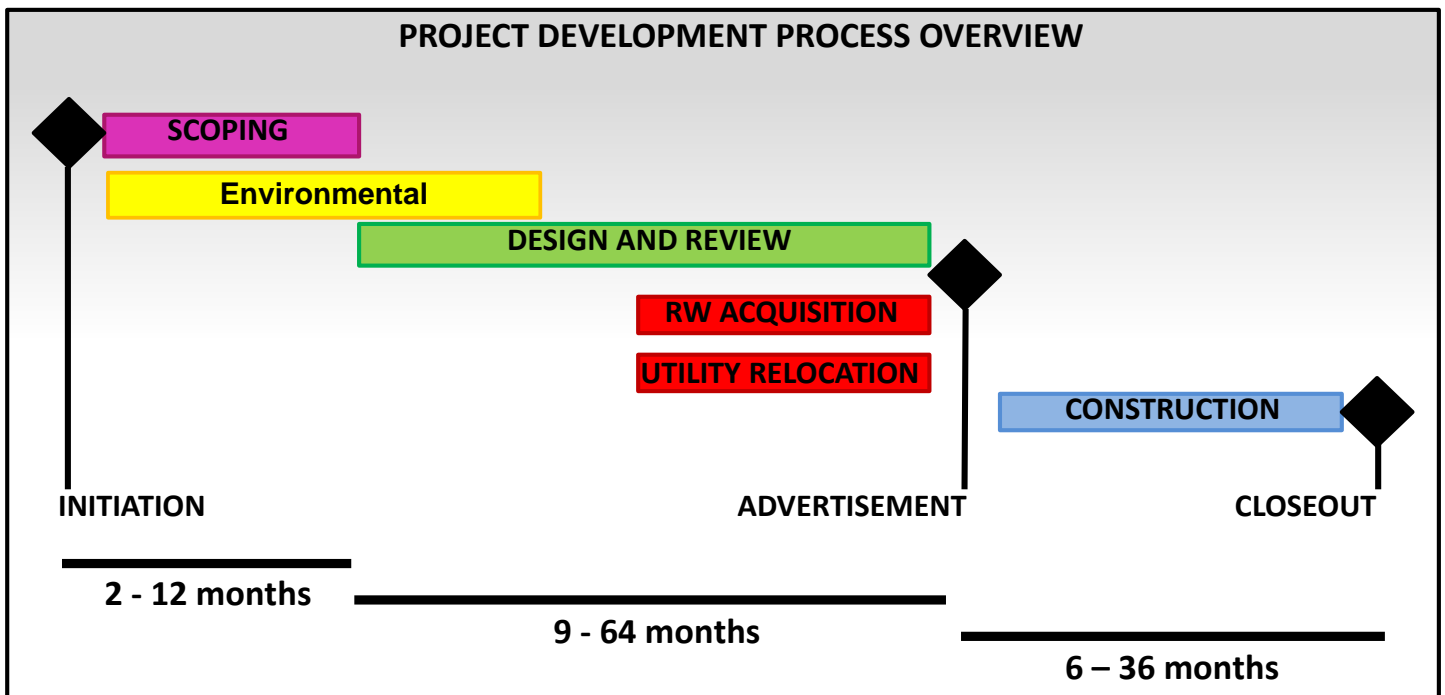


Getting Started

The purpose of this guide is to briefly outline the major components, processes and procedures necessary to administer a transportation project and should NOT be used as a substitute to the governing Locally Administered Projects (LAP) Manual. The LAP Manual can be found at <http://www.virginia.gov/business/local-assistance.asp>

PROJECT DEVELOPMENT PROCESS- OVERVIEW

Certain activities take place on every transportation project, regardless of its size or complexity.



Very few projects can be reasonably designed and built in less than a year. Most will take at least two years, and some could take more than five or six.

GETTING STARTED...

**You will need to do certain things before your project can become a Locally Administered Project
VDOT is available to assist with any and all of the steps noted below**

1. Establish the purpose and need of your project.

2. Establish the location and basic limits of your project- where does it start and end?

3. Identify the funding source(s) (Refer to the LAP Manual [chapter 8](#) for further details).

4. Identify your project team to ensure skills, knowledge, and specified training of personnel. ****Refer to page 5****

5. Perform pre-scoping- determine major design constraints, delivery challenges, risks and the locality maintenance plan. Clearly define Scope of Work.

6. Establish a preliminary cost estimate and schedule for each phase of your project-
PE (Preliminary Engineering & Design)
RW (Right of Way Acquisition & Utility Relocation)
CN (Construction)

****Refer to the LAP Manual [chapter 12.3](#)****

7. Apply for appropriate funding source.

8. Work with VDOT to develop information for a Universal Project Code (UPC).

9. Obtain a resolution of support from your governing body to include commitment of funding and delegation of signature authority.

10. Complete the Request to Administer form (if applicable).

****Refer to VDOT [online forms](#)****

11. Execute agreement with appropriate appendices.

From here, your local District VDOT Local Assistance team can help you to the next step

WHO IS THE RESPONSIBLE PARTY?

The Locality/ Local Public Agency (LPA) and VDOT, each have responsibilities during the project development and construction processes. However, the Locality/ LPA are fully responsible for the administration of their projects and are required to provide a full-time, local government employee to oversee and manage the project.

Local Public Agency (LPA)

<input type="checkbox"/> Provide a local government employee responsible for the project	<input type="checkbox"/> Design quality control and quality assurance
<input type="checkbox"/> Perform adequate project scoping to accurately define the project	<input type="checkbox"/> Right of way acquisition and utility relocation; and condemnation if necessary
<input type="checkbox"/> Preparation of environmental documents	<input type="checkbox"/> Public involvement
<input type="checkbox"/> Project design	<input type="checkbox"/> Preparation of bid documents
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Award
<input type="checkbox"/> Civil Rights monitoring	<input type="checkbox"/> Construction management
<input type="checkbox"/> Project acceptance	<input type="checkbox"/> Financial controls and invoicing
<input type="checkbox"/> Monitor Environmental Controls and Commitments	

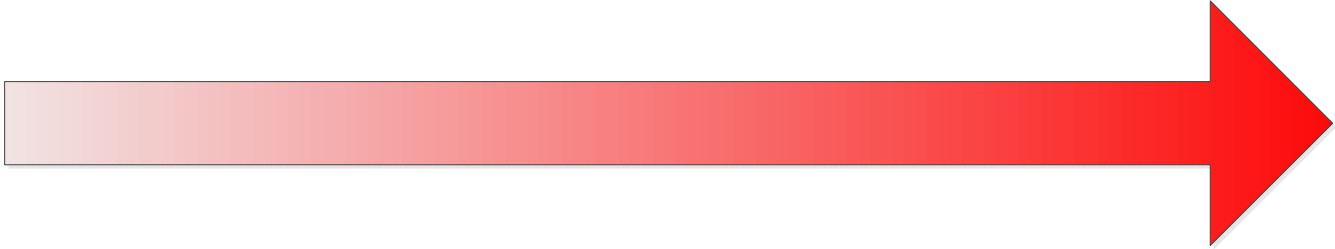
VDOT

<input type="checkbox"/> Provide the LPA with applicable guidance materials, forms, and checklists	<input type="checkbox"/> Receive all submittals from LPA and coordinate VDOT review
<input type="checkbox"/> Provide feedback to LPA on all submittals	<input type="checkbox"/> Provide guidance as issues are identified
<input type="checkbox"/> Monitor LPA schedule to ensure federal obligations can be met	<input type="checkbox"/> Act as liaison between LPA project manager and VDOT technical staff
<input type="checkbox"/> Attend preconstruction/progress meetings	<input type="checkbox"/> Verify materials acceptance procedures
<input type="checkbox"/> Periodic review of project documentation- Compliance Assessment Program (Refer to the LAP Manual, Chapter 7).	<input type="checkbox"/> Review/approval of reimbursement requests
<input type="checkbox"/> Periodic spot inspection of work (does not substitute for LPA's Construction Engineering Inspection responsibility)	<input type="checkbox"/> Participate in final project inspection (does not waive LPA responsibility to seek and enforce contractor's warranties)
<input type="checkbox"/> Project acceptance	<input type="checkbox"/> Financial controls and invoicing

Training opportunities and resources can be found on the VDOT Local Assistance Division website at <http://www.virginiadot.org/business/local-assistance.asp> and at the FHWA Federal-aid Essentials for Local Public Agencies <http://www.fhwa.dot.gov/federal-aidessentials/> (Reference LAP Manual [Chapter 4](#))

THINKING ABOUT PROJECT RISKS

Factors including size, complexity and funding type are directly related to the risk level associated with the project.



LOWER RISK

HIGHER RISK

Non Federal Oversight Non National Highway System	OVERSIGHT	Federal Oversight National Highway System
State funding (Revenue Sharing) Local funding	FUNDING	Federal funding Special program funding (Federal TAP, CMAQ, HSIP, RSTP) Smart Scale
Locally maintained roads	MAINTENANCE AUTHORITY	VDOT maintained roads National Highway System impacts Interstate impacts
No right of way, utility or environmental impacts	PROPERTY IMPACTS	Right of way impacts Historic property impacts Utility impacts Environmental impacts
Maintenance projects	DELIVERY	Non-standard designs Design-build delivery
Construction value <\$5million (Tier 1)	VALUE	Construction value >\$5million (Tier 2)
Undeveloped/ Light Developed (Rural)	LOCATION	Heavily developed locations (Urban) Waterway impacts Railway impacts
Experienced project team	PROJECT TEAM	Less experienced project team

Higher-risk projects require a higher level of review and oversight ([See LAP Manual 9.4.2](#) which increases the cost and time required to deliver the project.

ASSEMBLING THE PROJECT TEAM

Your project team will be responsible for delivering a quality product on-time, on-budget and within accepted standards and regulations. A successful project team needs specific skills, experience, resources and support. The team will be led by a dedicated, knowledgeable and responsible Project Manager (PM).

The locality's project team members are the decision makers while VDOT team members act as advisors; assisting as needed. Locality team members typically consist of the Project Manager, Key Staff, and Design Consultants. VDOT will assign a Project Coordinator (PC), that will serve as the single point of contact to the Locality and will act as a liaison between other VDOT technical experts as needed. To ensure guidance is available during all aspects of project delivery, the PC may engage other disciplines such as, Civil Rights, Environmental, Materials, Location & Design, Traffic Engineering, Structure & Bridge, Right of Way, Utilities and Land Use, as needed.

Consider the following questions when putting your project team together:

Does the team have recent and direct experience with highway construction project management?

Does the team have recent and direct experience with delivering federally funded projects?

Is the team familiar with the relevant standards and regulations and how to apply them?

Is the project a local priority and does the team have the support of locality executive management and elected officials?

Are the team members able to devote sufficient time to this project?

Is the team familiar with the Locally Administered Project development process?

Does the team have access to the resources required to successfully deliver the project?

Regarding projects within a Metropolitan Planning Organization (MPO), is the team familiar with the local MPO process and procedures for implementing a transportation project?

Has the locality attended any of the VDOT Local Assistance Division- sponsored workshops, or reviewed any online training opportunities?

A "no" could make it more difficult to successfully deliver your project

PROJECT DEVELOPMENT PROCESS- DETAILS

Locality and VDOT, each have responsibilities during the project development and construction process. Some of these are identified below.

The reference numbers below are chapters in the Locally Administered Projects Manual

PRE-SCOPING	Programming- Identify funding, verify fund source and ensure project is included in the appropriate planning documents- Ch.8
	Purpose and Need- What will this project accomplish?
	Request to Administer (RtA) / Agreement- Complete forms and have signed by the authorized party- Ch. 10.4
	PE Authorization- Design cannot begin without authorization- Ch. 9.2
● INITIATION	
SCOPING	Consultant Procurement- Obtain services for Preliminary Engineering/ Right of Way/ Construction Mgmt- Ch. 11
	Environmental Documentation- Establish which level of environmental document will be required- Ch. 15
	Invoices-Req. for reimbursement should be submitted to VDOT every 30 days but no less than every 90 days- Ch.19
	Traffic Studies
	Geotechnical/Soils investigations- Ch. 12.2.5.3
	Survey- Ch. 12.2.5.2
	Estimates and Schedule- Establish initial estimate and schedule for each phase of project- Ch.12.3 (LAP Scheduling Tool)
● CLOSE SCOPING	
DESIGN, REVIEW, RW ACQUISITION, UTILITY RELOCATION	Design Iterations- Road, Bridge, Hydraulic, Structure, Pedestrian and Bike Facilities design
	Public Involvement- Willingness, Public Information Meeting, Public Hearing- Ch. 12.4
	Plan Submittals- Reveiws and Coordination Ch. 12.5
	Invoices-Req. for reimbursement should be submitted to VDOT every 30 days but no less than every 90 days- Ch.19
	Estimates and Schedule- Update initial estimate and schedule for each phase of project- Ch. 12.3
	Obtain Right of Way Authorization- Cannot begin without authorization- Ch. 16
	Obtain permits- Ch. 9.3 - Ch. 12 - Ch. 15
	Utility Relocation- Ch. 12.2.5.12
	Bid document proposal- Ch. 12.6.3
	Construction Administration Ch.13.1
	Determine Disadvantaged Business Enterprise %- Finalize const. est. - VDOT to determine DBE% goal - Ch. 17.3
	Obtain Advertisement Authorization- Ch. 12.6
	● ADVERTISE
CONSTRUCTION	Develop Project Recommendation Award Submittal Package- Ch.12.6.9.2
	Obtain Award Authorization- Ch.9.2
	Award- Ch.12.6.9
	Issue NTP- Notice to Proceed to awarded contractor
	Pre-con- Hold pre-construction meeting and invite VDOT- Ch.13.1.4.3
	Receive Project or Earnings Schedule- Ch. 13.1.4.4
	Get Source of Materials Approval from VDOT- Ch. 13.2
	Determination of Environmental Commitments- Ch. 15.12
	Civil Rights Monitoring- Ch. 17.6
	Invoices-Req. for reimbursement should be submitted to VDOT every 30 days but no less than every 90 days- Ch.19
	Inspections - Ch. 13.1.5
	Work Order Reviews and Approvals- Field modifications and changes- Ch. 13.3
	Materials Acceptance & Assurance- Testing, sampling- Ch. 13.1.5.3
	Maintain Daily Diary- Ch. 13.1.5.1
	Track Material Quantities- Ch. 13.1.5
Claims- Ch. 13.4	
● PROJECT ACCEPTANCE	
Close out	Final Invoicing and Reconciliation- Ch. 14.2

