

LOCALLY ADMINISTERED PROJECT CHECKLIST (February 2007)

**VDOT PROJECT NUMBER:** \_\_\_\_\_  
**VDOT UPC NUMBER:** \_\_\_\_\_  
**FEDERAL PROJECT NUMBER:** \_\_\_\_\_  
**PROJECT DESCRIPTION:** \_\_\_\_\_

---

---

**NOTE:** Actions applicable to the project will be checked by the project coordinator once the local/state agreement has been executed. These actions are generally sequential and should, typically, be completed in the order as listed.

Upon completion of the required item, the locality's project manager will check the corresponding box. An up to date checklist may be requested by VDOT as needed.

Depending on the funding source, some items in this checklist may NOT be applicable. Items applicable only to federal projects are italicized.

**NOTE:** Authorization to proceed is necessary for each phase before costs can be incurred. Any costs incurred prior to authorization will be the locality's responsibility.

**Applicable**

**Completed**

**Project Development**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <i>In air quality non-attainment areas, Project included in Long Range Plan and TIP that has been analyzed for air quality conformity</i>        |
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient funding in approved SYP/SYIP to cover Preliminary Engineering estimate  |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Project PE is listed in the approved Statewide Transportation Improvement Program (STIP) and estimates are consistent with current amount</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Written authorization to proceed with Preliminary Engineering received from VDOT   |

**Preliminary Engineering Phase**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Scoping Meeting  |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Preliminary determination of bridge limits/touchdown points (for BR projects)</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Bicycle and Pedestrian Accommodation – The locality shall consider bicycle/pedestrian accommodations in accordance with VDOT CTB Policy and document such consideration in the project file. |
| <input type="checkbox"/> | <input type="checkbox"/> | SERP initiated by locality   |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Federal Acquisition Regulation (FAR) audit of proposed consultants</i>  |

- Proposed professional services contract submitted to VDOT for pre-advertisement review
- Pre-award audit completed
- Contract awarded for professional services
- Project schedule and estimate determined
- SERP completed by VDOT
- Scoping completed on project, including scoping for environmental services
- NEPA Document Concurrence Form completed and submitted to VDOT Project Coordinator***
- NEPA document type approval received from FHWA via VDOT Project Coordinator***
- Pre-Public Hearing Plans submitted to VDOT Project Coordinator for review and comment
- Draft NEPA environmental document submitted to VDOT Project Coordinator for review and submission to FHWA***
- FHWA-signed NEPA document available to the public at least 30 days prior to public hearing***
- Approval of NEPA Document***
- Final approval for bridge limits/touchdown points (for BR projects)***
- Notice of Public Hearing in paper 30 days prior to Public Hearing; ***NEPA documentation must be made available to the public for review***
- Public Hearing held or “Notice of Willingness” posted
- Value Engineering review for projects with construction costs exceeding \$5,000,000.00
- Location/Design approval – Commonwealth Transportation Board/Chief Engineer
- Final NEPA document approval (if Draft and Final NEPA documents appropriate)***
- Environmental compensation and mitigation (related to wetlands and stream impacts). Locality needs to consider whether property will be needed for compensation and mitigation requirements of permits.
- Pre Right-of-Way plan review
- NEPA document re-evaluation (R/W re-evaluation EQ-200) prior to request for FHWA R/W authorization (only when Federal funding used in Right-of-Way acquisition)***
- Locality needs to submit completed RW-301 (prior to request for R/W authorization)

#### **Right-of-Way Phase**

- Sufficient funding in approved SYP/SYIP to cover RW estimate and Construction estimate
- Project RW is listed in the approved Statewide Transportation Improvement Program (STIP) and estimates are consistent with current amount***
- Written authorization to proceed with property acquisition received from VDOT (Right-of-Way Authorization)

### **Final Plan Design and Bid Document Preparation**

- Sufficient funding in approved SYP/SYIP to cover Construction estimate
- Project Construction is listed in the approved Statewide Transportation Improvement Program (STIP) and estimates are consistent with current amount***
- All environmental permits obtained by locality and documented in Water Quality and Natural Resources Due Diligence form (EQ-555). EQ-555 sent to VDOT Project Coordinator
- Navigation permit for bridges over navigable waterways obtained from the US Coast Guard and copy provided to VDOT Project Coordinator
- Hazardous materials assessments/mitigation/remediation complete and documented in Hazardous Materials Due Diligence form (EQ-121). EQ-121 sent to VDOT Project Coordinator
- Pre-Advertisement Conference
- Right-of-Way information submitted to VDOT with a request for right-of-way certification (locality shall include statement regarding right-of-way and utility clearance and railroad involvement-see Appendix K)
- Engineer's Estimate prepared
- Locality conducts final QA/QC Review
- Contract documents submitted to project coordinator for submission to Civil Rights Division for goal setting review
- Contract prepared including all applicable specifications and federal provisions
- Final plans, specifications, and estimate submitted to VDOT for review and approval by the VDOT District Office and Central Office Scheduling and Contract Division
- Submit Federal Criteria Sheet and Cost Summary Estimate (Appendix N)***
- NEPA document re-evaluation (PS&E re-evaluation EQ-200 completed by VDOT District Environmental Manager***
- Environmental Certification (EQ-103) completed by VDOT District Environmental Manager
- Written authorization to proceed with project advertisement received from VDOT

### **Advertisement and Construction Phase**

- Project publicly advertised for a minimum of 3 weeks
- Bids received and read publicly
- Bids verified for accuracy; low bidder identified
- Bid information, including bid tabulation, cost summary based on Contractor's Bid and letter of recommendation from locality submitted to VDOT
- Contract awarded by the Commissioner or CTB at their monthly meeting; generally the third Thursday of each month
- Written authorization to proceed with construction received from VDOT
- Construction contract awarded to low bidder
- Signed contract submitted to the project coordinator
- Establish project in Dashboard LAP
- Coordination meeting with VDOT prior to start of construction

- Pre-Construction meeting with selected contractor
- Form C-5 submitted to VDOT once construction begins
- Change Orders submitted to VDOT Residency as applicable
- Final inspection scheduled with VDOT Area Construction Engineer
- Submittal of "as-built" documentation to VDOT
- Project received final acceptance from VDOT and a completed Form C-5 submitted to VDOT

<b>VDOT Contacts</b>	
<b>VDOT Project Coordinator:</b>	
_____	
VDOT District Environmental Manager:	
_____	
<b>VDOT Residency Contact or Urban Program Manager:</b>	
_____	
<b>Locality Project Manager:</b>	
_____	
Date checklist provided to locality from Project Coordinator:	
_____	
Signature	Date
Date checklist completed by Locality Project Manager	
_____	
Signature	Date

**Once the checklist has been completed a copy shall be filed with the Project File**