Boot Camp – Preliminary Engineering
Breakout Session # 2

September 19, 2018
Jay Lindsey – Moderator
Program Administration Specialist, Locally Administered Projects, LAD
Consultant Procurement

Jeff Rodgers, VCO
Director, Consultant Procurement
VDOT Central Office
Who are you?

- Government Employee
  - Local
  - State
  - Federal

- Private Consulting Company Employee
What Are Professional Services?

Code of Virginia (VPPA) defines 12 areas as Professional Services:

- Accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, economist, medicine, optometry, pharmacy and professional engineering.

Examples of Professional Services:

- Engineering and design related services directly related to a highway construction; Bridge safety and construction engineering inspections; Geotechnical; Hydrologic and hydraulic studies; NEPA Environmental Studies.
Professional Services Procurement

• Qualifications based selection process

• Procurement methods employ the use of an Request for Proposals (RFP)

• Employ the use of a selection committee or panel

• Employ the use of scoring criteria

• Professional services price is not evaluated

• Actual Cost plus FAR overhead and Net Fee

• SWaM/DBE is included in the RFP, but is not scored
Procurement Resources

• VDOT’s Manual for the Procurement and Management of Professional Services (Federal Highway Administration approved)
  • The Manual is available on VDOT website: http://www.virginiadot.org/business/gpmps.asp

• Otherwise, develop and utilize your own procurement guidelines that are approved by VDOT and FHWA.

• Federal Reference – 23 CFR 172

• Locally Administered Projects (LAP) Manual also refers to VDOT’s Manual for the Procurement and Management of Professional Services (FHWA approved)
  • The LAP Manual is available at: http://www.virginiadot.org/business/locally_administered_projects_manual.asp
Procurement Resources

• As the recipient of the state or federal funds, all applicable federal and state requirements, including state and federal procurement and civil rights laws apply in regard to Local Administration.

• Strongly encourage coordination with VDOT during consultant procurement to ensure that all requirements are met.

• Request for Proposals must be reviewed by VDOT Civil Rights Division prior to advertisement.
Defining the Scope of Work

- Type of Contract
  - single project, multi-phase, limited services term
- Keep it simple
- Use your in-house experts to develop the scope
  - include a review by staff outside project team
- Clearly identify services needed
  - avoid exhaustive lists
  - describe any resource material that will be available
- Do not request proposal cost/price information with response to RFP. Price is negotiated after selection.
Developing the Request for Proposals

• Use an RFP template
  • allows consultants to focus upon their expertise and added value
  • standardized for all types of professional services

• Allow appropriate time for a well-prepared and professional solicitation to be developed

• Have VDOT review your RFP prior to issuance
Developing the Request for Proposals

The RFP should include:

• Scope of Services/Purpose
• Proposal Preparation and Submission Requirements
• Type of Contract
• If multiple awards will be made
• Evaluation and Award criteria, to include scoring
• Estimated project timeline
• Location of project
• Reference request/form
• Federal requirements
• Contact and response information
Selection Committee for Evaluating the Request for Proposals

Selection Committee Members
• Have experience/familiarity with services being solicited
• Subject Matter Experts
• May be involved in project after selection is made

Selection Committee Chairs
• Have experience as a selection committee member
• Most familiar with processes and procedures

RFP Inquiries
• Only the Procurement Officer should respond to inquiries
• Request inquiries be placed in writing for clarity
Ranking the Firms

Use the criteria defined in the RFP.

Some criteria you can consider:

• Expertise
• Project Understanding
• Schedule – can they deliver the project?
• Prior Experience (firm and/or individual staff)
• References
• Licensing and registration as appropriate

– Consider developing or adopting basic scoring guidelines
The Technical Presentation

- Consultant makes a presentation of their qualifications to the selection committee. The presentation should focus upon the strengths of the team to meet the scope of services.

- Panel can ask prepared questions and follow-up questions. VDOT uses “cold” questions which are prepared in advance but not provided to the team until after the presentation.

- The goal of the Technical Presentation phase is to gain the necessary information to make a final selection.
Types of Contracts

• **Single Project**
  • Contract provides for all work for a specific project
  • Fixed scope of work with defined deliverables

• **Multi-Phase**
  • Contract includes provisions for future phase
    • Language must be included in RFP
  • Fee to be negotiated at a later date
  • No guarantee of future phase award

• **Limited Service Term (On-Call)**
  • Not single project
  • Smaller projects
  • Helps reduce cost of advertising and hiring consultants
  • Does not guarantee any work
  • May have multiple awards
Professional Services Term Contracts
Locality Perspective

Benefits of Utilizing Term (On-Call or Task Order Type) Contracts

- Procure consultants once, but available for multiple projects and project phases – saves time and resources
- Federal requirements established and procurement compliance reviews complete
- Able to still utilize VDOT administration for larger projects, or procure single project contracts as needed
- Contract length one year, with up to 4 additional years renewal
Professional Services Term Contracts
Locality Perspective

- Maximize the benefits of term contracts
- Be aware of procurement limitations
- Have multiple types of consultants for most flexibility and ability to reach industry experts
- Consider awarding multiple contracts from one RFP
- Stagger the terms of your consultants
Types of Compensation

• **Lump sum**
  - Compensation based on services in contract
  - Well defined scope, complexity, and duration

• **Cost plus fixed fee**
  - Reimbursed for incurred costs plus predetermined fixed amount as net fee (profit)
  - Scope, complexity, and duration not clearly defined

• **Fixed billable rates**
  - Specific fixed hourly rates based on employee classification
Pre-Award Review

- Documentation sent to Local Liaison and forwarded to VDOT Assurance and Compliance Office (ACO)
  - Direct labor
    - Labor rates compared payroll records
  - Overhead rates
    - Ensures costs are representative of actual costs of the consultant
    - FAR Audit prepared by independent CPA annually
      - If no FAR use Provisional Rates, coordinate with VDOT ACO.
Pre-Award Review

- Non-Salary direct cost
  - Travel, reproduction, computer rental are reasonable
- Net fee
  - Reasonable and within VDOT guidelines
  - 8 to 12 percent – must have justification if over 10 percent
- Overhead
  - Capped at 156% for the purpose of establishing net fee
- Contingency
  - Normally 5 percent of loaded labor and direct expenses
- Total maximum compensation
  - Includes total of all costs
Preliminary Design

Cheryl Becker
Locally Administered Project Engineer
VDOT Salem District
Preliminary Design

What is Preliminary Design?

Kickoff meeting - Approved Right of Way (RW) Plans
Preliminary Design

Overview:
• Resources
  – Locally Administered Projects Manual
  – LAP Map
  – Process resources
  – Technical resources
• Project Development Process
• Federal vs. State
Preliminary Design

Primary Resources

• Locally Administered Projects (LAP) Manual

Chap. 5 (if State-funded)
Chap. 9 (Overview)
Chap. 12 (Proj. Dev.)
Part 4 (Samples)
Preliminary Design

• LAP Map:
  – LAP Manual over 800 pages
  – Provides a flowchart based on certain project factors
  – Bottom of LAD’s web page
Preliminary Design

Design Standards (12.2.3-4)

- If maintained by LPA, must meet AASHTO or seek design exception from VDOT
- If maintained by VDOT, must meet VDOT standards or seek design waiver from VDOT
  - May utilize “common sense” engineering practices
- ALL projects must meet ADA (12.2.5.5)
Preliminary Design

Additional Design Standard Resources: (Technical)

- Virginia Work Area Protection Manual
- 2016 Road & Bridge Standards
- 2016 Road & Bridge Specifications
- 2009 MUTCD with revisions dated May 2012
- AASHTO Bike Guide
Preliminary Design

Key Requirements:
- Scoping (12.1)
- Consultant Selection (11)
- Kickoff meeting
- Design Standards (12.2.3)
- Environmental (15)
- Survey, Hydraulics, Geotech, etc. (12.2.5)
- PFI (20-30%) (9.3)
- Public Involvement (12.4)
- Design Approval (12.5.5)
- FI (60-75%) (9.3)
- RW Approval (12.5.6)
Preliminary Design

Scoping

• Purpose and Intent
• Project Limits
• Conflicts
• Phases (PE, RW, CN)
• Are consultant services needed?
• Schedule and Estimate
Preliminary Design

Key Requirements:
• Kick-off meeting:
  – Locality Project Manager
  – VDOT Project Coordinator
  – Consultant
  – Other key players

  – Meeting will cover:
    • Roles and Responsibilities
    • Funding Restrictions
    • Tasks (Environmental, Drainage, Design, Construction Services)
    • Schedule, Submittals, Reviews, Milestones…
Preliminary Design

PFI (Preliminary Field Inspection) (pg 9-7)

• 30% Plan Review – general design concurrence before designing the details
  – Typical section, horizontal and vertical alignment
  – New pavement, preliminary drainage and cross sections
  – Approx. Right of Way limits, property lines, owners, utilities
  – Scope, Schedule, and Estimate check
TAP Projects Milestone Checklist

30% Plan Submittal

☐ NEPA document underway/T&E Study (endangered species)

☐ Typical sections

☐ Utility conflicts identified

☐ Railroad conflicts/initiate coordination

☐ Plan and profiles (survey including property/boundary information, rights of way, existing features with proposed horizontal and vertical baselines)

☐ Identify large cut/fill areas and existing soil type (where applicable)

☐ Identify proposed structures (bridges, elevated walkways, etc…)

☐ Stream/Wetland conflicts identified

☐ Additional right of way identified

☐ Potential archeology conflicts identified

☐ Hazardous waste areas identified (underground tanks, disposal area, etc.)

☐ Drainage identified (storm water management faculties, storm drains, outlet pipes)

☐ Identify design exception or waivers (where applicable)

☐ Schedule for 60%, 90%, and Advertisement Submittals

☐ Overall project cost compared to budget funding (include design, right of way/utilities, construction and construction inspection)

Signatures:

Plan Designer: ___________________________ Date: ______

Locality: ___________________________ Date: ______
Preliminary Design

Public Involvement (PI) Plans (pg 9-7)

• Posting of Willingness

• Public Hearing (PH) Types:
  – Location, Location and Design, or Design
  – When Ready to show Public (~40% plans) Add:
    • Entrances, Sequence of Construction, etc.
    • Sufficient Right of Way and Easements to build project
    • Total Takes & Partial Takes, Impacts*

*need to agree with Federal Environmental Document
Preliminary Design

Design Approval

- Location and/or Design Approval shall be obtained in accordance with VDOT’s Public Involvement Manual, Location and/or Design Approval Process Flow Chart (pages 42,43 of 89)
- Cover Letter with Summary of Project and Public Hearing Comments
- Public Hearing Brochure
- Public Hearing Comment Letters
Preliminary Design

Field Inspection / 60% Plan Submittal

- Right of Way/Easements needed for construction of the project are final
- Maintenance of Traffic/Sequence of Construction Plans complete
- Final Drainage Calculations complete
- Final Material Recommendations complete
- Typically held 1-2 months prior to right of way submittal
- Detailed Estimate
60% - 90% Plan Submittal (based on complexity of the project)

- Written addressed comments from 30% review
- Entrance Profiles
- ADA Requirements are met (% Grade, Width, Curb Cuts, Crosswalks, Material)
- Utility Relocation Plan (where applicable)
- Stream/Wetland Mitigation Design (where applicable)
- Right of Way cost estimate
- Drainage design complete with drainage calculations
- Structure calculations (where applicable)
- Proposed lighting (pedestrian)
- Maintenance of traffic plan (where applicable)
- List proposed vegetation (trees, etc…) and information boards (where applicable)
- Cross sections if on new alignment and/or drainage improvements
- Construction limits shown in horizontal plan view
- Schedule for 90%, and Advertisement
- Obtain DBE Goal %
- Draft bid proposal
- Project summary sheet (pay items)
- Detailed project cost estimate

Signatures:
Plan Designer: ____________________________ Date: __________

Locality: ____________________________ Date: __________
Preliminary Design

Right of Way Approval

• Submit:
  • Final Right of Way Plan Package
  • Estimate
  • PM-130
  • RW-301

*Must Receive Right of Way Authorization PRIOR to proceeding with acquisitions
Preliminary Design

Federal Process
- Federal Procurement Regulations
- PE, RW, CN Authorizations
- Environmental (PCE, CE, EA, EIS)
- Project Review Submittal times
- Funding Verifications
- Buy America
- Contract Specifications and Special Provisions
- DBE, Davis Bacon, 1273

State Process
- State Procurement
- SERP
- Appendix 5-A
- Funding Verifications
- State Wage Rates
Preliminary Design

- Non-Federally Eligible (State Funded) Projects
- Appendix 5-A
  - Nine Certifications
  - Design
  - Permits
  - Environmental Hazards
  - Public Involvement
  - RW
  - RW
  - Utilities
  - Advertisement
  - Environmental

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<thead>
<tr>
<th>Initials</th>
<th>Certification Statement</th>
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<tr>
<td></td>
<td>Check applicable statement:</td>
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<td></td>
<td>☐ For highways maintained by the LPA, project plans have been designed in accordance with AASHTO standards and signed and sealed by a Virginia registered P.E. in accordance with DPOR; OR</td>
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<td>☐ For highways which will be operated and maintained by VDOT, project plans have been designed in accordance with VDOT Standards and that VDOT has reviewed the plans in accordance with the agreed upon schedule and all necessary design variances/waivers have been attained and the plans have been signed and sealed by a Virginia registered P.E. in accordance with DPOR.</td>
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<td>All required regulatory agency coordination has been made and applicable permits or approvals have been acquired.</td>
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<td>Where VDOT will operate and maintain the highway, that the LPA has performed appropriate due diligence to identify environmental hazards on new right of way and to the best of our knowledge, any existing environmental hazards have been identified and mitigated or a plan for mitigation during construction has been made.</td>
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<td>Project was developed in accordance with State laws and regulations governing public involvement so that adequate and appropriate public notice and opportunity for public comment was provided.</td>
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<td>All right of way has been obtained and that the LPA has legal right of entry onto each and every parcel for the advertisement and construction of the referenced Project.</td>
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<td>The LPA has complied with the Code of Virginia requirements pertaining to relocations and the acquisition of real property.</td>
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<td>All affected utilities have been relocated or companies authorized to relocate their facilities. If not, they are included as in-plan work to be performed by the road contractor.</td>
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<td>The project was advertised in accordance with the Virginia Public Procurement Act and that the advertisement package included all appropriate EEO provisions.</td>
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<td>All environmental regulations as are applicable to local government capital improvement projects and as required by State or federal laws applicable to non-federal-aid projects have been met or provisions to meet continuing requirements during construction have been made.</td>
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Preliminary Design

Resources:
- Your VDOT Project Coordinator (3.4.1)
  - Knows your project
  - Knows your VDOT district
  - Knows LAP, VDOT, & FHWA processes
  - Provides guidance (not project admin or QC)
  - *Communicate!* (9.4.1)
- Common Goals:
  - Successful Project, On-Time, On-Budget
  - Meet Federal, State, and Local Requirements
  - Funds appropriately spent and reimbursements made

Locality – VDOT: Partnership
Public Involvement

George T. Rogerson, Jr.
Policies & Procedures Section Manager
VDOT Central Office Location & Design Division
Public Involvement Process

• What is the purpose of public involvement?
• Does my project require public outreach?
• What type of public involvement do I need to have?
• At what point do I need to seek public involvement?
• How do I let the public know that I am seeking input?
• What do I need to do during public outreach meetings?
• Where can I get more information?
Purpose of Public Involvement

It is VDOT's desire that final decisions on any project be in the best overall public interest, taking into consideration the need for safe and efficient transportation, public services, and the costs of eliminating or minimizing adverse effects.

SEC. 1.01 – PURPOSE of VDOT’s Public Involvement Manual outlines the goals of the public involvement process.
The final outcome of the public involvement process is that the public is provided a well publicized opportunity to review, discuss and provide comments on proposed highway projects and their potential benefits or impacts.

Chapter 12.4 of VDOT’s Locally Administered Projects Manual explains the requirements for Public Involvement.
Public Involvement Meetings

When providing project information to the public, localities should:

• Provide sufficient project detail so that specific features or property impacts are easily identified

• Provide appropriate project staff to discuss concerns or issues

• Provide a formal mechanism for expressing or documenting concerns and questions on the project
Public Involvement Responsibilities

Localities have a responsibility to:

- Provide **everyone** with an opportunity to participate in project development process.

- Conduct those opportunities early enough **before** project development has reached a point where it becomes impractical to make extensive modifications.
What Projects Require Public Involvement Activities?

According to federal regulations found in 23 CFR 771.111(h)(2)(iii), public hearings, or opportunities for public hearings, must be held for any federal-aid project that:

- Requires the acquisition of right of way
- Changes layout or functions of connecting roadways or of the facility being improved
- Has an unfavorable effect upon abutting real property
- Has a significant social, economic, environmental or other effect, or for which FHWA determines that a public hearing is in the public interest
State-aid Highway Projects must follow the Virginia Administrative Code as well as the Code of Virginia:

- 24 VAC 30-380-10 (General Provisions)
- §33.2-208 (Location of routes)
- §15.2-2204 (Advertising public hearings),
- §15.2-2239 (Localities’ capital improvement plan),
- §15.2-1800 (Purchase of property)
- Localities will self-certify that public involvement requirements have been met using the Certification Form for State Funded Projects in VDOT’s Locally Administered Projects Manual (Appendix 5-A).
What Projects Require Public Involvement? (cont’d)

VDOT APPLICATION OF THE PUBLIC INVOLVEMENT PROCESS FOR CONSTRUCTION, RECONSTRUCTION, HIGHWAY MAINTENANCE, OPERATIONAL AND EMERGENCY PROJECTS

See § 33.2 – 333 for requirements relative to emergency paving of unpaved Secondary Roads.

PROJECT TYPE

EMERGENCY / MAINTENANCE / OPERATIONAL

CONSTRUCTION / RECONSTRUCTION

See § 24VAC 30-380-10 General Provisions for Public Involvement requirements.

Does the Project:
- Require the acquisition of right of way
- Changes the layout or function of connecting roadways or of the facility being improved
- Have an unfavorable effect upon abutting real property
- Otherwise have a significant adverse social, economic, environmental or other effect, or for which FHWA determines that a public hearing is in the public interest
  (If project fits any one of the scenarios listed above go to “yes”)

YES

PUBLIC HEARING (or Willingness Postings) (REQUIRED)

Definitions:
- Construction and reconstruction—actions that add new capacity to the transportation network replace completely an existing facility, or significantly improve the functionality of an existing facility. Reconstruction — replacing completely an existing facility or significantly improving the functionality of an existing facility. Rural Rustic Road projects fit into this category. Public involvement requirements will be considered to have been met by VDOT upon receipt of the standard County Board of Supervisors resolution requesting designation of the project road as a Rural Rustic Road. See the Rural Rustic Road Guide on the Local Assistance Website.
- Maintenance—actions taken to preserve assets in current condition or restore them to original functionality. This includes the removal and replacement up through the base of a pavement structure.
- Operations—action taken to manage traffic flow on the network to promote the safe and efficient movement of traffic. This includes the installation of such traffic-control devices and the improvement of existing turn lanes as are necessary for the safe and efficient utilization of the highway as well as the planning, design and installation of devices and other equipment related to incident management and congestion management.

NO

PUBLIC HEARING (or Willingness Postings) (NOT REQUIRED)
Types of Public Involvement

A Notice of Willingness can be considered if the project:

• Does not impact adjoining property
• Does not change the layout or function of the roadways being impacted
• Is noncontroversial
• Is unlikely to generate requests for a public hearing

Willingness to Hold Public Hearing

o Gives the public an opportunity to review the project plans and other information informally instead of holding a public hearing.

o When a Notice of Willingness to Hold a Public Hearing is posted, a Public Hearing shall be held if a citizen request in writing that one be held unless a one-on-one meeting can be held to address the concerns. If the concerns are addressed and the citizen withdraws the request then a Public Hearing is not required.
Types of Public Involvement (cont’d)

Formal Public Hearing

- Structured meeting between project team and public at a set time
- Audience receives a presentation from project team.
- Attendees allowed one at a time to comment or ask questions.

- Individuals can provide their comments and questions in writing or have them recorded verbally to become a part of the official Public Hearing Transcript.

- The public comment period is held open for 10 calendar days after the hearing for comments to be submitted.
Types of Public Involvement (cont’d)

Open Forum Public Hearing
- Open meeting format with no structured presentation.
- Individuals may arrive at their convenience.
- Attendees speak with team members one on one.

- Individuals can provide their comments and questions in writing or have them recorded verbally to become a part of the official Public Hearing Transcript.
- The public comment period is held open for 10 calendar days after the hearing for comments to be submitted.
Public Hearing Determination Guidelines

A Public Hearing shall be held when the project is:

• On completely new location: requires a location P.H. followed by design P.H.

• Within the existing roadway corridor with predominant portion of work on new location: requires a combined location and design P.H.

• Within the existing roadway corridor and has significant social, economic, or environmental impacts

• A Notice of Willingness to Hold a Public Hearing was advertised and a request for a hearing is made, and cannot be resolved
Public Hearing Facility

Select a facility that:

- Is ADA accessible
- Can accommodate the visually and/or hearing impaired
- Is a school or public facility and not a facility of religious faith
- Is the appropriate size and shape for public review of visual aids and displays
Public Notification Requirements

• Submit draft Public Hearing Notice to VDOT PM/PC for review

• **Notice of Willingness advertisements** must run twice, appearing in a newspaper of general circulation 15 calendar and again seven days prior to the stated expiration date. (§33.1-18)

• **Public Hearing advertisements** must be placed in a paper of general circulation to appear twice, 30 calendar days before the hearing and again seven to fifteen days prior to the hearing. (§33.1-18)

• When an Environmental Assessment (EA) or an Environmental Impact Statement (EIS) is required, it must be available for a minimum of 15 days prior to the public hearing and must be available for review at the hearing. Comments must be accepted for 30 days after the EA is available.
Newspaper Notification Requirements

Newspaper advertising and/or Public Hearing materials should include:

- Description of the project
- Date, time, location and hearing type  
  - Inclement weather date
- Statement that tentative project schedules will be discussed
- Right of way relocation and assistance information
- Statement on availability of environmental documents. (Environmental information is to include 106 and Agricultural Forrestal District statements)
- Statement of opportunity for written and oral comments
- Non-discrimination clause (found in Chapter 17)
Example Notification of Willingness to Hold a Public Hearing

Amtrak Station Parking Lot Expansion
Staples Mill Road (Rt. 33)
Henrico County
Willingness to Hold Public Hearing

Find out about the proposed parking facility improvements at the Henrico County Amtrak Station, located at 7519 Staples Mill Road (Route 33). Construction will expand the parking lot for additional parking spaces and include new lighting and landscaping.

Review the project information at VDOT’s Richmond District Office located at 2430 Pine Forest Drive in South Chesterfield, 23834-9002 804-524-6000, 1-800-367-7623, TTY/TDD 711. Please call ahead to ensure the availability of appropriate personnel to answer your questions.

If your concerns cannot be satisfied, VDOT is willing to hold a public hearing. You may request that a public hearing be held by sending a written request to Winston Phillips, PMP, project manager, Virginia Department of Transportation, 2430 Pine Forest Drive, Colonial Heights, VA 23834-9002 or Winston.Phillips@VDOT.Virginia.gov on or prior to August 10, 2016. If a request for a public hearing is received, notice of date, time and place of the hearing will be posted.

VDOT ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights in regards to this project or special assistance for persons with disabilities or limited English proficiency, contact the project manager listed above.

State Project: 0033-043-804, P101, R201
Example Notification of Design Public Hearing

Route 15 (S James Madison Hwy) at Route 636
Buckingham County
Design Public Hearing

Thursday, September 6, 2018 4-6 p.m.
(Inclement weather date: Thursday, September 13)
Prince Edward County Natural & Agricultural Resources Building
100 Dominion Drive, Farmville VA 23901

Find out about plans to improve the function and safety of the Route 15, South James Madison Highway and Route 636, Stagecoach /Francisco Road intersection in Buckingham County. Right and left turn lanes will be added on Route 15 at Route 636 west and a right turn lane will be added at Route 636 east. The project limits are from 0.161 mile south to 0.165 mile north of Route 636, a length of 0.3260 mile. During construction, one lane of traffic will be maintained at all times with temporary lane closures using traffic control devices.

The hearing will be held in an “open house” format and VDOT representatives will be present to answer questions.

Review project information and the National Environmental Policy Act document in the form of a Programmatic Categorical Exclusion at the public hearing or after the hearing at VDOT’s Lynchburg District Office located at 4219 Campbell Avenue in the City of Lynchburg. Please contact Raina Rosado, P.E., Project Manager at (434) 856-8318. Please call ahead to ensure the availability of personnel to answer your questions.

Property impact information, relocation assistance policies and tentative construction schedules are available for your review at the above address and will be available at the public hearing.

In compliance with the National Historic Preservation Act, Section 106 and 36 CFR Part 800, information concerning the potential effects of the proposed improvements on properties listed in or eligible for listing in the National Register of Historic Places is also available for public review.

Give your written or oral comments at the hearing or submit them by September 16, 2018 (September 23, inclement weather) to Raina Rosado, P.E., Project Manager, Virginia Department of Transportation, 4219 Campbell Avenue, Lynchburg, VA 24501. You may also email your comments to Raina.Rosado@vdot.virginia.gov. Please reference “Route 15, South James Madison Highway Public Comments” in the subject line.

VDOT ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need special assistance for persons with disabilities or limited English proficiency, contact the project manager above or TDD/TTY 711.

State Project: 6015-014-774, P101, R201, C501; UPC 109529
Federal Project: STP-014-3(033)
Public Notification Methods

Methods for public notification of a Willingness or Public Hearing include:

- Paid Newspaper advertisements
- News releases
- Posting of notice in local business and public facilities
- **Letters to adjacent property owners**
- Notification of special interest groups and affected government agencies
- Signs within the project corridor or limits
- Postings on public or project websites
- Newsletters (project, home owners association, community, etc.)
Public Hearing Transcripts Requirements

Whenever a Public Hearing is held, a transcript of the hearing shall be prepared.

The transcript shall include:

- A title page including project information
- Table of contents
- Hearing details (date, time, location)
- Sign in sheet
- Oral comments
- Written comments
- Any other documents submitted for the record
- Copy of public notice and documentation of public notification
- Brochure that was distributed at the hearing
- Reproductions of any displays from the hearing
Transcript Review & Approval

- Local Public Agency (LPA) Project Manager shall prepare responses to comments/concerns.

- Transcript is submitted to VDOT PC for review and coordinate any required location and design approvals.

- Once approvals have been made, the LPA is encouraged to advise those citizens who provided comments during the Public Hearing of any changes to the plans as presented at the Public Hearing.
Meeting other than the required Notice of a Willingness to Hold a Public Hearing or Public Hearing(s), such as Public Information Meeting(s), are encouraged early in the plan development process to serve the public interest, or when information from the public may affect the scope of the study or the choice of alternatives to be considered and may aid in identification of social, economic, and environmental impacts.

These meetings are normally conducted to permit maximum input and exchange of information.
Route 1 Corridor Improvements
City of Fredericksburg
Citizen Information Meeting

Monday, Aug. 27, 2018, 5-7 p.m.
James Monroe High School
2300 Washington Avenue, Fredericksburg, VA 22401

The Virginia Department of Transportation, in partnership with the City of Fredericksburg, is looking at ways to improve efficiency and safety along the Route 1 corridor from the Falmouth Bridge to Route 3.

Proposed improvements along the Route 1 corridor include modifications to four key intersections. Recommendations have been developed to improve intersections along Route 1 at Princess Anne Street, Fall Hill Avenue, Augustine Avenue/Powhatan Street and intersections between Cowan Boulevard and the Route 3 interchange.

Stop by anytime between 5-7 p.m. to review recommendations and talk with VDOT, City of Fredericksburg staff and regional planning representatives.

A presentation will be made at 5:30 p.m. followed by a brief question and answer period.

VDOT ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you need more information in regards to your civil rights in connection with this proposed project or special assistance for persons with disabilities or limited English proficiency, contact Mr. Stephen Haynes at 540-899-4288, TTY/TDD 711.
Additional Resources

- VDOT Project Coordinators

- LAP Manual

- VDOT CADD Manual
  http://www.extranet.vdot.state.va.us/locdes/electronic_pubs/CADD_MANUAL/cadd_cover.pdf

- VDOT Public Involvement Manual