

**PART 2**

Project Management

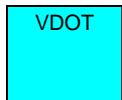
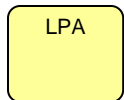
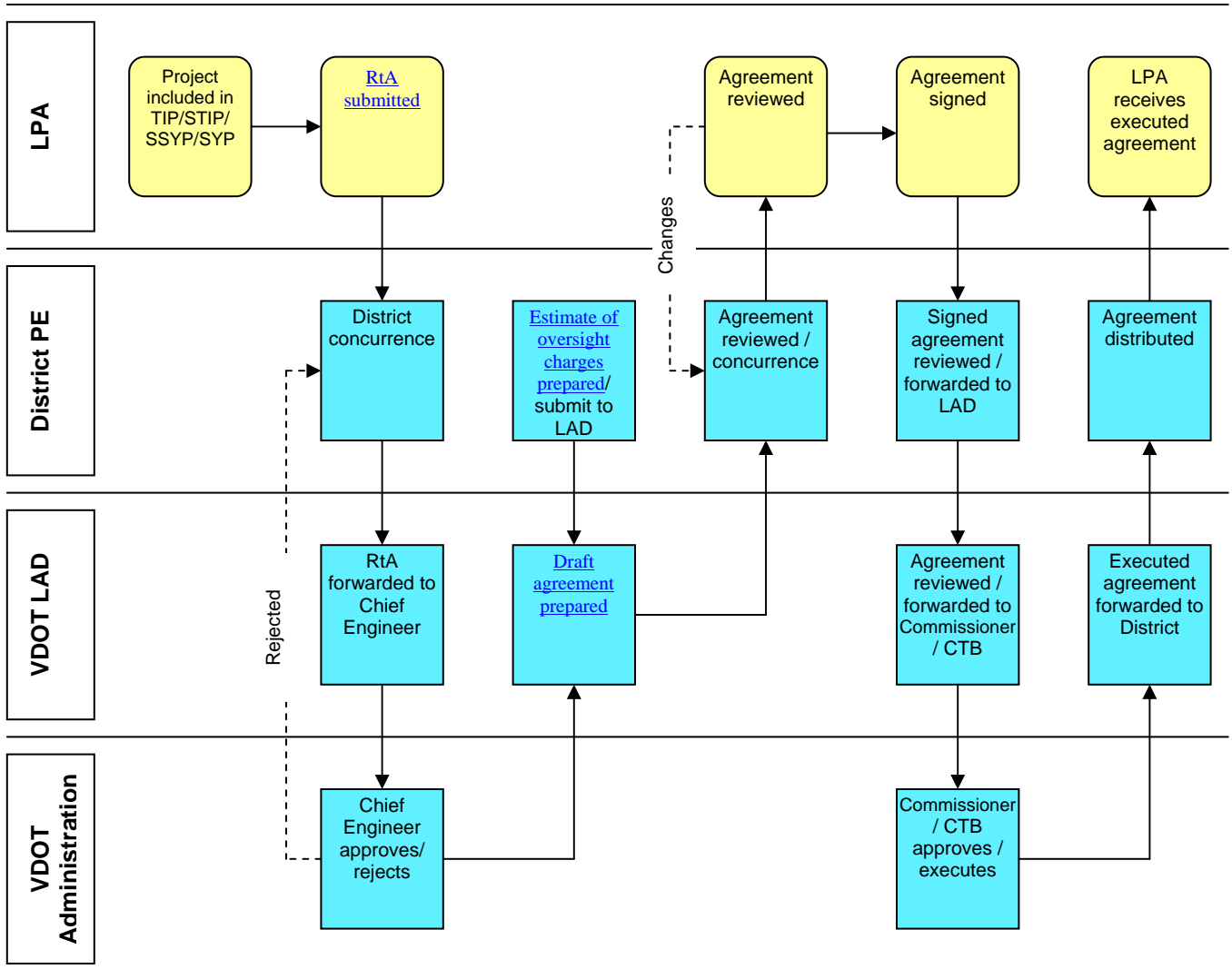
**Chapter 10**

Project Administration  
& Agreements

Locally Administered  
Projects (LAP) Manual

# CHAPTER 10 PROJECT ADMINISTRATION AGREEMENTS

## Project RtA's and Standard Agreements



## Chapter 10

# PROJECT ADMINISTRATION AGREEMENTS

This Chapter includes the following topics

- [10.1 Introduction](#)
- [10.2 Applicability](#)
- [10.3 Purpose of Agreements](#)
- [10.4 Request to Administer VDOT Project](#)
- [10.5 Project Administration Agreements](#)
- [10.6 Appendix A to the Project Administration Agreement](#)
- [10.7 Local Government Submittals/File Documentation](#)
- [10.8 References](#)
- [10.9 Appendices](#)
  - A. Project Administration Agreement Checklist
  - B. Request to Administer Form
  - C. Standard Agreements
    - a. Federal-aid Project Administration Agreement
    - b. State-aid Project Administration Agreement
    - c. Advanced Funding SYIP-SSYP Reimbursed Agreement
    - d. VDOT Project Services Agreement

## 10.1 INTRODUCTION

This chapter of the Locally Administered Project Manual outlines the processes and responsibilities associated with Project Administration agreements. This chapter includes information regarding request to administer forms and Project Administration agreements.

## 10.2 APPLICABILITY

- All locally administered projects using federal or state-aid funding reimbursed by VDOT must have a project agreement.
- LPAs which administer their construction program, such as Urban Construction Initiative Program, local governments may administer projects through a programmatic agreement.
- Projects funded by LPAs and administered by VDOT must have a Project Administration Agreement.

<b><i>Project Administration Agreements</i></b>		
<i>Federal-aid</i>	<i>State-aid/VDOT</i>	<i>State-aid/LPA</i>
	<i>Maintained</i>	<i>Maintained</i>
X	X	X

## 10.3 PURPOSE OF AGREEMENTS

For all LPA administered projects, a Project Administration Agreement is required. This agreement identifies the terms for an LPA to administer a specific project to include specific responsibilities of the LPA/VDOT, funding sources, VDOT charges, reimbursement amounts, and general project estimates by phase.

**Work conducted prior to execution of a Project Administration Agreement may not be eligible for reimbursement. The LPA must receive written**



**authorization from the VDOT Project Coordinator if an exception to this requirement is necessary.**

#### **10.4 REQUEST TO ADMINISTER PROJECT**

The LPA will submit a [Request to Administer](#) (RtA) form to obtain concurrence to administer a project. Certain projects which are the result of a grant solicitation and selection process or projects administered via a programmatic agreement are not required to submit an RtA. These projects include:

- Enhancement Program Projects
- Safe Routes to Schools Program Projects
- UCI Participant Projects

The LPA will submit the RtA to the appropriate Residency Administrator for secondary projects or to the appropriate Urban Program Manager for urban projects.

When submitting the RtA, the LPA Project Manager will ensure the following is complete and/or identified on the RtA:

- Confirm that the project is included in the TIP/STIP/SYIP/SSYP, where applicable
- Name of responsible local official
- Name of locality
- Project number
- Universal Project Code (UPC) #
- Short narrative description of project
- Locality contact/phone #/email address
- Level of project administration (PE, RW, CN, All)
- Funding sources are identified

## 10.5 PROJECT ADMINISTRATION AGREEMENTS

VDOT has developed a series of standard project administration agreements approved by the Office of the Attorney General (OAG) which meet the majority of project types and situations that will generally be encountered. In most instances, a Standard Project Administration Agreement will be prepared and submitted to the LPA for execution within 30 days of RtA approval.

Standard project administration agreements have been developed for the following types of projects:

- Federal aid
- State aid
- Advanced Funding/SYIP Reimbursed
- Locally Funded/VDOT Administered

There are instances where projects are sufficiently unique that the standard agreement will not suffice and a custom agreement may be necessary. Custom agreements require more time to prepare and always require OAG approval.

When a LPA requests that VDOT administer a project not otherwise in one of the Six Year Programs and offers to fund the project, a Locally Funded/VDOT Administered Agreement must be executed. The LPA will be required to submit funding in advance in part or in full.

## 10.6 APPENDIX A TO THE PROJECT ADMINISTRATION AGREEMENT

The Standard Project Administration Agreement contains an Appendix ([Appendix A](#)) which identifies project specific information. After approval of the RtA, the Project Coordinator will work closely with the LPA Project Manager to complete Appendix A, to include the following:

- Project scope
- Locality Project Manager information
- VDOT Project Coordinator information
- Estimated project costs by phase
- VDOT charges by phase
- Project financing (all sources including locality funds)

After the Appendix A is complete, it is forwarded to LAD for final review. After LAD review three originals of the complete agreement are forwarded to the LPA for execution.

**The LPA signatory for the agreement must provide evidence of their authority to execute the agreement.** Typically, this is a resolution by the governing body but may also be a local ordinance providing the signatory with the authority to enter into such contracts.



Upon execution, the LPA will forward the three signed agreements to the Project Coordinator, who will submit them to LAD for the Commissioner's signature.

*VDOT Responsibilities:*

*Request to Administer Form Submittal*

*The Residency Administrator or Urban Program Manager will perform the following tasks:*

- *Verify that project is in the applicable VDOT Program (SYIP or SSYP), if applicable.*
- *Review of the RtA for completeness / accuracy & complete if necessary.*
- *Forward the RtA to the District PE Manager and/or other District staff for comment on the LPA's qualifications to administer the project and so that a Project Coordinator can be assigned.*
- *After receiving comments from District staff, the RtA will be*

*forwarded to Central Office, Local Assistance Division, with a recommendation and any pertinent comments.*

- *The Local Assistance Division will enter the project into the Agreements Database and will forward the request to the Chief Engineer for final decision.*
- *After receiving the Chief Engineer's concurrence, LAD will return a signed copy of the RtA to the assigned Project Coordinator and will begin the agreement development process.*
- *If the RtA is denied, LAD will notify the Project Coordinator who will then discuss alternatives with the LPA.*

VDOT has established a 30-day performance standard to complete the agreement after the RtA is executed by the Chief Engineer. Since most agreements will utilize a "standard" template, a shorter time-period can be expected. The Project Coordinator should contact LAD if there is a delay in processing the agreement that will impact the 30-day performance standard. After the agreement is signed by the Commissioner, LAD will upload the PAA on their portal site for access by the project team members. Agreements are filed according to District and are named "Locality\_UPC#."

#### Project Administration Agreements

- Specific charges for VDOT oversight are developed by the VDOT Project Coordinator in consultation with the various disciplines that will be involved with the project. These charges are generally related to design, environmental, and right-of-way reviews and construction monitoring. VDOT staff should be cognizant of the LPA's level of experience when developing estimates for oversight. The oversight principles provided in [Appendix 9-B](#) and the oversight risk assessment approach found in [Appendix 9-C](#) should be used when determining the level of oversight necessary.

- The LPA should expect an estimate of project oversight costs. The costs are always to be considered a best estimate and are subject to change depending on project requirements. When oversight costs are expected to exceed the estimate significantly, the PC must re-evaluate the costs and provide the new estimate to the LPA PM. The Local Assistance Division can provide cost-estimating spreadsheets that may be used or modified to be used by District staff estimating oversight costs.

## 10.7 KEY SUBMITTALS / REQUIREMENTS

<b><i>Task/Submittal / File Documentation</i></b>	<b><i>Locality Responsibility</i></b>	<b><i>VDOT Responsibility</i></b>	<b><i>Submittal Timing / Recordkeeping Requirements</i></b>
Request to Administer Form	Prepare and send to RA or UPM	Review request and make recommendation to LAD/Chief Engineer	At initiation of the project; review time approximately 15 business days
Agreement and Appendix A Preparation	Review Appendix A	District/LAD preparation	30 Calendar days
LPA reviews and approves agreement	Agreement signed by local official	N/A	N/A
Agreement execution	Sign agreement and provide signatory authority	Commissioners Signature	15 business days

## 10.8 REFERENCES

[23 CFR 635.102](#) – Construction and Maintenance – Contract Procedures

[33.1-75.3 Code of Virginia](#) – Construction and Improvement of Secondary Highways by Counties

## 10.9 APPENDICES

[Request to Administer Form](#)

Standard Agreements

[Federal-aid Project Administration Agreement](#)

[State-aid Project Administration Agreement](#)

[Advanced Funding SYIP-SSYP Reimbursed Agreement](#)

[VDOT Project Services Agreement](#)

[Appendix A](#)