



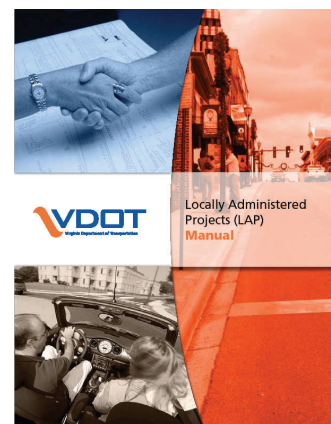
LOCAL ASSISTANCE DIVISION QUARTERLY UPDATE

April 2010

LOCALLY ADMINISTERED PROGRAMS AND PROJECTS

Manual Updates

The LAP Manual will be periodically updated to reflect changes in funding programs, policy procedures and federal and state requirements to make it the most effective tool for day to day management of locally administered projects. VDOT posts the updated chapters on the Local Assistance Division website <http://www.virginiadot.org/business/local-assistance.asp> with the latest revision date listed. Below you will see highlighted some of the most recent updates made to the manual.



Preface

The [Preface](#) now includes a discussion on the manual update process, FHWA coordination on substantive modifications, and how clarification or interpretation of guidance will be provided. A summary of all administrative and procedural changes made to the manual will be sent to FHWA annually as part of this new process. The annual summary will also be posted on the manual webpage.

Index

An [Index](#) of common topics and/or terms along with where that discussion is located has been added for quick reference.

Structure & Bridge Chapter

[Chapter 18](#), Structure and Bridge has been updated to include new technical references, IIM's and guidance memoranda.

Key Requirement Tables and Checklists

Key Requirement summaries and applicable federal regulation references have been added in Chapters [10](#), [11](#), [13](#), and [14](#). FHWA required ARRA project checklists have also been included.

Hot Topics



Project Issues

In a review of the draft bid packages for 13 locally administered ARRA projects, the FHWA identified areas of concern regarding local compliance with federal requirements. The comments can be grouped into two general themes:

1. Use of local contract provisions/specifications on federal-aid projects. Local standards and specifications must be reviewed approved by VDOT for use off the NHS, and by VDOT and FHWA on the NHS; and
2. Omission of mandatory federal provisions in the project bid documents.

More details and assistance regarding both issues can be found in [Chapter 12](#) of the Locally Administered Projects (LAP) Manual, which was approved by FHWA in July 2009. Please review your practices and contact your VDOT Project Coordinator for assistance to ensure that you are in compliance with program requirements when administering federally funded projects.

Procurement of Professional Services

Several localities have included a requirement for non-binding prices from consultants as part of their professional procurement Request for Proposals (RFP). Local governments are reminded that the RFP for professional services cannot ask offerors to furnish estimates of man-hours or costs for services. This is a Virginia Code provision and can be found in the Virginia Public Procurement Act, see section [2.2-4301, paragraph 3.a](#). Professional services for federal aid projects must be procured using qualifications based procedures in accordance with the provisions of the Brooks Act, [Title 40 of the United States Code](#), and [23 CFR Part 172](#). FHWA also has a "Design-related services contracts question and answer" [web page](#), which may be useful. [Chapter 11](#) of the Locally Administered Projects Manual provides detailed guidance for localities to follow and provides a template RFP that locals can use.

SPECIAL PROGRAMS

Revenue Sharing Program - Reminder

Applications for the FY2011 Revenue Sharing Program must be submitted to the Local Assistance Division no later than **June 18th**. The program guide and an information letter can be found on the program [website](#). As a reminder, with the funding on the Revenue Sharing Program being limited to \$15 million for the FY2011 program, it is likely that funds will not be available for projects outside of the first tier. Interested applicants are encouraged to review the tier descriptions prior to submitting their applications.



Transportation Enhancement Program - Update

VDOT expects to announce the FY2011 Transportation Enhancement Program selections in June. A tentative list of project selections should be posted on the program [website](#) by **May 19th**. The deadline for FY2012 applications will be December 1, 2010. Based on new Transportation Enhancement Program policy adopted by the CTB, only applications for existing projects will be accepted for the next application cycle. The FY2012 application format and instructions will be available July 1, 2010 on the program website. At present, there are no plans to hold Applicant Workshops for the FY2012 application cycle. VDOT plans to resume Applicant Workshops and accepting proposals for new projects with the FY2013 application submissions.

PROGRAM STAFF NEWS

Retirement

Urban Program Managers retire after over 80 years of service to the Department:

Leo Rutledge

Leo's career at VDOT started in 1971 in the Environmental Division where he managed the Landscape and Design Section for 18 years. He joined Urban Division in 1994 as a Program Manager where he coordinated the Urban Program with the municipalities of Hampton Roads. Later, he was assigned to Salem District as Urban Program Manager overseeing the Urban Program for the Salem, Culpeper and Lynchburg districts. Leo plans on enjoying his retirement by spending time with his wife Pam, their two children and grandchildren. When not with them, you can always find him on the golf course.

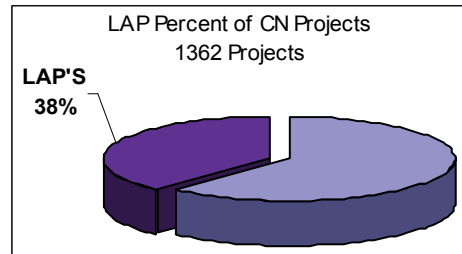
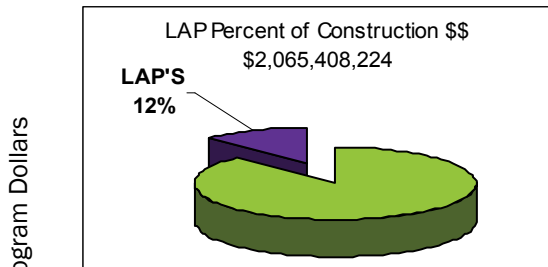
Jerry VanLear

Jerry has committed over 40 years of service to VDOT in numerous capacities throughout VDOT. While serving as Resident Engineer for the Verona Residency he was instrumental in leading construction, maintenance, and operations activities. Jerry was the recipient of the 2003 Commissioner's Award for Excellence for helping to develop the Rural Rustic Roads Program, which has successfully saved the state millions of dollars on unpaved road projects. For the past 5 years, he has served as the Urban Program Manager for the Staunton District. Jerry also retired from the United States Air Force Reserves with rank of Colonel. Retirement life looks busy for Jerry, he will be spending time with his wife Beverly, two daughters and six grandchildren.

LOCALLY ADMINISTERED PROJECTS PERFORMANCE REPORT

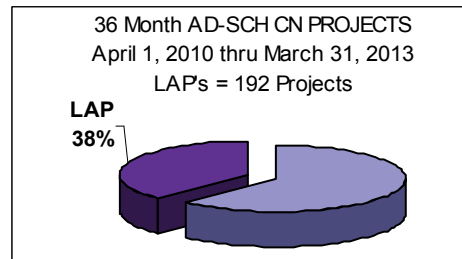
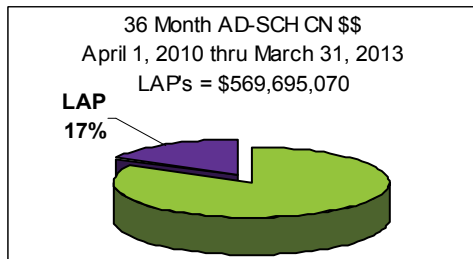
The graphs below are a representation of the role locally administered projects have in the overall statewide construction program and the 36 month advertisement schedule. The graphs indicate the percentage of active projects that are locally administered as they relate to construction dollars and construction projects. In the 36-month advertisement schedule, **17 out of every 100 construction dollars** are used for locally administered projects and **38% of all projects** are locally administered.

Note: Total construction program data is from the data warehouse on active projects only. 36 month advertisement schedule is from VDOT's integrated project management system.



LAP Share of Construction Program Dollars

LAP Share of Construction Program Projects



REQUESTS TO ADMINISTER LOCAL PROJECTS

The purpose of the "Request to Administer" form is to initiate the agreement process for locally administered projects. The form is used for locally administered projects utilizing State and/or Federal transportation funds. The form is not needed for Enhancement or Urban Construction Initiative projects. The locality initiates the process by submitting the RtA to the Residency Administrator or Urban Program Manager for district review and comments. Then the form is forwarded to LAD to record and process the form for the Chief Engineer's signature.

Request to Administer Project Forms

	2010	JAN	FEB	MAR
RtA's Approved		3	7	3
RtA's processed in 30 days		2	6	2
% of RtA's Processed in 30 days		67%	85%	67%

LAD also provides a list of projects within programs that require a VDOT "Request to Administer Project " form and are approved for local administration for the most current three months. The link is: [List of Transportation Projects Approved for Local Administration](#)

Note: LAD'S monthly performance goal of 80% is based on processing an approved RtA and getting project agreements back to local governments within 30 days.