

January 2010

LOCALLY ADMINISTERED PROJECTS MANUAL

As you are aware, VDOT's [LAP Manual](#) went into effect this past July. Since that time, we have had requests for clarification of certain topics within the Manual. This section provides discussion and clarification of some of those questions.

Chapter 12.4 Public Involvement

Federal regulations ([23 CFR 771.111](#)) require that an opportunity for a public hearing be provided under specific project conditions. Section 12.4 has been modified to clarify when a public hearing is required and to provide additional guidance to VDOT Project Coordinators on review procedures.

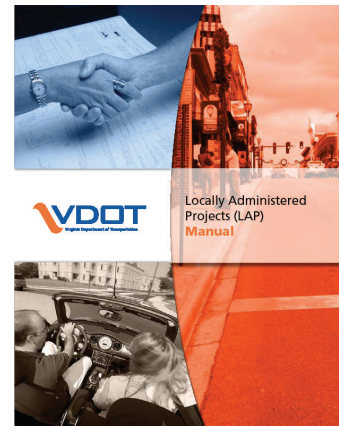
Chapter 12.5.3 Sealing and Signing Requirements / Title Sheet Signatory Requirements

Chapter 12.5.3 states that local governments are required to meet DPOR requirements for the sealing and signing of plans by a Professional Engineer, Landscape Architect, or Land Surveyor. Specific direction on title sheets has now been removed. Local governments and their consultants are encouraged to review VDOT's [I&M #243.2](#) for further explanation of VDOT processes for sealing and signing of plans and documents.

Chapter 18 Load Factor Resistance Design

Since 2007 FHWA has required that all bridges be designed in accordance with LRFD specifications. VDOT and all localities utilizing federal funds for the design and construction of Bridges and Structures are required to comply with this requirement as outlined in VDOT's [IIM-S&B-80.2](#). This requirement is applicable to all bridges, including pedestrian bridges, that are constructed using federal funds and/or that are proposed to be maintained by VDOT – including developer projects which will be turned over to VDOT. Localities and their consultants are encouraged to review VDOT's IIM for a full discussion on this subject and also the FHWA web site at <http://www.fhwa.dot.gov/bridge/lrfd>. This requirement will be clarified in the next update to the LAP Manual.

The next LAP Manual update is scheduled for early in 2010. If you have any comments, recommendations, or questions regarding the LAP Manual, please contact Russ Dudley @ russ.dudley@vdot.virginia.gov.



FREQUENTLY ASKED QUESTIONS & HOT TOPICS

Prequalified Contractors: Localities are reminded that all federal-aid highway construction projects require the use of VDOT prequalified contractors. A provision to this effect should be placed in the IFB. This requirement does not apply to non-highway projects, such as many Enhancement-funded projects or to local governments participating in the Urban Construction Initiative. For additional information on VDOT's prequalification program, visit the VDOT [web-site](#).



Buy America Federal-aid Project Provisions: Federal regulations require the use of domestic steel and iron. The use of foreign manufactured steel products on federal aid projects will jeopardize funding reimbursement. LPAs must monitor their contractors to ensure this federal-aid requirement is being met. More information on Buy America contract provisions can be found in FHWA's Contract Administrator's [Core Curriculum Manual](#).

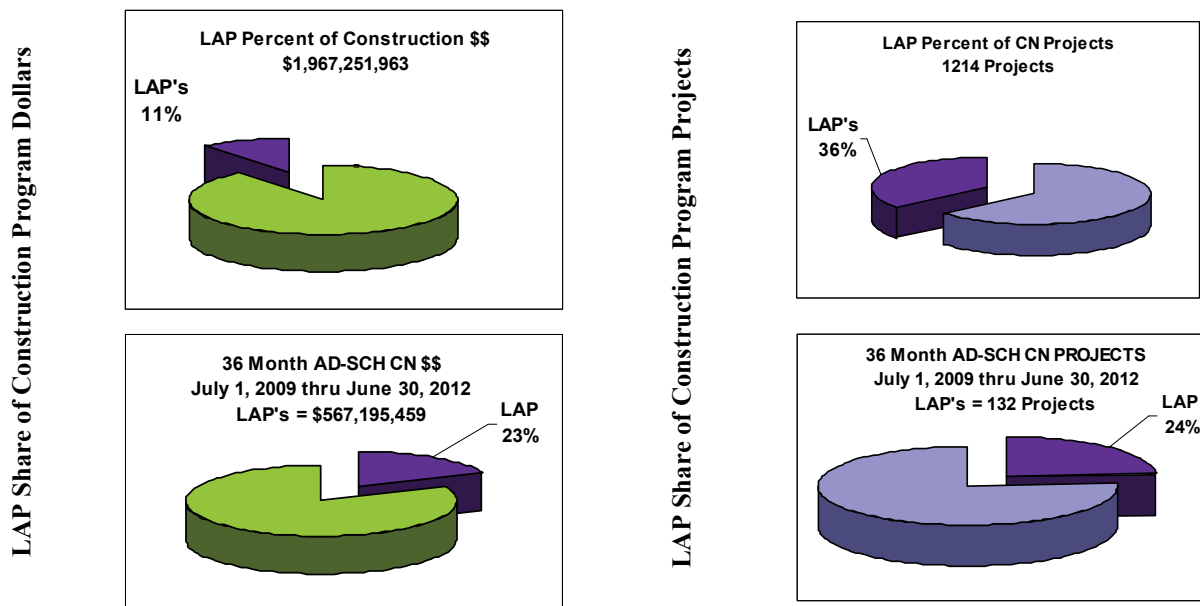
COMING SOON—Web Based LAP Training Program: In response to many requests, a new core curriculum for local administration of federally funded projects is being developed. The core curriculum will include courses developed by the Federal Highway Administration and also Virginia specific materials developed by VDOT. This new program will also include periodic short seminars on hot topics or critical issues in local administration via webinar or videoconference. This program will be rolled out in 2010. For more information, please visit our website at: www.virginiadot.org/business/local-assistance-lpt.asp.

New Hazardous Materials Video available for local governments: As part of VDOT's continuing effort to provide local governments with the resources to effectively manage their transportation project, the Environmental Division has recently completed a video providing guidance on dealing with hazardous materials during design and construction of highways. It can be found on VDOT's Youtube website at <http://www.youtube.com/watch?v=KR94SWnhtos>.

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 overall program, **11 out of every 100 construction dollars** is used for locally administered projects and **more than one third of all active construction projects** are locally administered.

Note: The data is from the data warehouse on active projects only.



REQUESTS TO ADMINISTER PROJECTS

The "Request to Administer" (RtA) form's purpose 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 Resident 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 Forms

	2009	OCT	NOV	DEC
RtA's Approved		23	14	15
RtA's processed in 30 days		15	10	10
% of RtA's Processed in 30 days		65%	71%	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.