RW AND CN CHECKLISTS FOR UCI LOCALITIES
Ensuring Successful RW and CN Submissions

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RW and CN Checklists for UCI Localities

• Why Important?

• History/Background (UCI Workgroup)
  • Incorporate UCI into LAP Manual
  • Completeness Review Checklist

• Moving Forward
RW Submission Requirements

- Why Needed?
- What is required in “Normal” Submission?
- What is required in UCI Submission?
- UCI Certification Form for RW -- Appendix 12.5A
- Completeness Checklist for RW
- PM/PC Responsibilities
- Questions?
RW Submission Requirements

• Why Needed?
  • Ensure compliance with required processes
  • FHWA Phase Authorization!!
    • Phase must be authorized prior to any costs being incurred for that phase
    • If work occurred prior to authorization… NOT eligible for reimbursement
    • This includes private utility relocation identified to be project cost
**RW Submission Requirements**

- **What is required in “Normal” Submission? (12.5.6)**
  - **Right of Way Plan Package**
    - Right of Way Data Sheet
    - Right of Way Plan Sheet(s)
    - Project Title Sheet for Right of Way Authorization signed by Locality Responsible Person and VDOT signature block
  - **Current Estimate**
    - Including Utility Relocation broken out by Utility Owner
    - Use Alternate RW & Utility PCES Spreadsheet
    - Number of parcels must match RW Data Sheet number
  - **PM-130 and RW-301**
RW Submission Requirements

- **What is required in UCI Submission? (12.5.6 – Special Program Requirements – UCI)**
  - Complete Set of RW Plans (Not signed by VDOT)
  - Current Estimate
  - RW Phase Project Certification Letter
  - Differences…..?
    - No PM-130 submission required
    - No VDOT signatures on Title Sheet
    - Should there be more……?
RW Submission Requirements

- UCI Certification Form for RW -- Appendix 12.5A
  - Project Description
  - PAA Reference
  - NEPA, Public Involvement, Design Statements
  - Certification Form acts as a Checklist
RW Submission Requirements

• Completeness Checklist for RW
  • Should be released soon. Still finalizing to ensure consistency and no contradictions. Still in Workgroup.

<table>
<thead>
<tr>
<th>Required Submittal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Engineer’s Estimate including a utilities cost estimate, broken down by utility company (dated within the last 90 days)</td>
</tr>
<tr>
<td>Complete set of Right of Way Plans (Road Design Manual – Chapter 2F)</td>
</tr>
<tr>
<td>Completed and Signed RW-301/EQ-121</td>
</tr>
<tr>
<td>Performed final QA/QC on plans prior to submittal to VDOT Authorization</td>
</tr>
<tr>
<td>Project Title Sheet for Right of Authorization signed by the person of responsible charge from the locality</td>
</tr>
</tbody>
</table>

• Could be another useful tool
PM/PC Responsibilities

- PM responsibilities is to submit the complete RW package
- PC responsibilities
  - Ensure comments from previous plan reviews have been adequately addressed
  - Request/Perform Funding Verification based on current estimate
  - Request Federal Authorization first, once received then…
  - Request NTP from RW division. This comes after RW-300 Memo is distributed

Questions?
CN Submission Requirements

- Why Needed?
- What is required in “Normal” Submission?
- What is required in UCI Submission?
- UCI Certification Form for CN -- Appendix 12.5B
- Completeness Checklist for CN
- PM/PC Responsibilities
- Questions?
CN Submission Requirements

- Why Needed?
  - Ensure compliance with required processes
    - DBE Goal Setting
    - Appropriate and latest Federal Special Provision inclusion (CR, EEO, Wage Rates, etc.)
  - FHWA Phase Authorization!!
    - Federal Authorization must be received prior to advertisement
    - Phase must be authorized prior to any costs being incurred for that phase
    - If work occurred prior to authorization... *NOT* eligible for reimbursement
CN Submission Requirements

• **What is required in “Normal” Submission? (12.5.7 & 12.6.7)**

  • **Construction Plan Package (12.5.7)**
    • Complete Plans with Project Title Sheet for Advertisement Authorization signed by Locality Responsible Person and VDOT signature block and sealed by PE
    • PS&E Submission
  
  • **Plans Specifications and Estimate (PS&E) Submission (12.6.7)**
    • PS&E Submittal Form with Certification of Documents form (LAP402A)
    • RW Certification Letter
    • Environmental Certification (EQ-103) and Reevaluation (EQ-200) from VDOT*
    • Current Estimate and complete set of Bid Documents*
      • * (These items require work ahead of time to produce such as T&E and DBE)
    • Evidence of Public Hearing or Willingness (or Waiver)
    • Smart Scale Certification Statement
CN Submission Requirements

- **What is required in UCI Submission?** (12.5.7 – Special Program Requirements – UCI – 12.6.7 refers to same)
  - Complete Set of Signed CN Plans (Not signed by VDOT)
  - Current Estimate
  - **CN Phase Project Certification Letter**
    - Includes RW Certification statement
    - EQ-103 referenced in the letter to be provided
    - Public Involvement and Design commitments/certification
    - Complete Bid Documents
  - **Differences…..?**
    - No VDOT signatures on Title Sheet
    - No demonstration of Public Involvement
    - Should there be more……?
CN Submission Requirements

- **UCI Certification Form for CN -- Appendix 12.5B**
  - Project Description
  - PAA Reference
  - NEPA statement and EQ-103 attachment referenced
    - No reference made to EQ-200
  - Public Involvement, Design Statements
  - Reference to plans, bid documents and other checklists referenced
  - Certification Form acts as a Checklist
CN Submission Requirements

• Completeness Checklist for CN
  • Should be released soon. Still finalizing to ensure consistency and no contradictions. Still in Workgroup.

<table>
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<tr>
<td>RW Certification</td>
</tr>
<tr>
<td>Threatened and Endangered Species List (dated within 6 months of the advertisement date)</td>
</tr>
<tr>
<td>Current Engineer’s Estimate, Including CEI, VDOT Oversight, City Administrative Costs, and Contingency (dated within the last 90 days)</td>
</tr>
<tr>
<td>Complete Set of Plans</td>
</tr>
<tr>
<td>Performed Final QA/QC on Plans Prior to Submittal to VDOT Authorization</td>
</tr>
<tr>
<td>Project Title Sheet for Construction Authorization Signed by the Person of Responsible Charge</td>
</tr>
</tbody>
</table>

• Could be another useful tool, but missing PS&E elements
CN Submission Requirements

• **PM/PC Responsibilities**
  - PM responsibilities is to submit the complete CN package
  - PC responsibilities
    - Ensure comments from previous plan reviews have been adequately addressed
    - Review Bid documents and ensure previously requested and set DBE Goal is included
    - Request RW Certification from RW Division
    - Request/Perform Funding Verification based on current estimate
    - Request Federal Authorization from CN Division
      - Ensure comments and correspondence from CN Division is passed along

• **Questions?**