

Strengthen the locally administered program (1.4-1.6)

The locally administered program is a growing part of the transportation program. VDOT cannot execute the program successfully without its local partners. VDOT will review the local program and develop a list of recommendations designed to mitigate risks and increase the success rate. This review may include:

- Defining roles for VDOT and localities
- Optimizing project administration based on risk and cost factors
- Creating a Local Assistance Qualification program

Recommended items to mitigate risks and increase the success rate of locally administered projects (in ranked order). Items marked with an asterisk are underway

1. Provide training for localities to effectively manage projects by developing a qualification program to ensure that all localities managing projects have at least fundamental training *
2. Strengthen budgeting and estimating processes and tools for localities by developing a tool to help localities in estimating R/W costs
3. Strengthen budgeting and estimating processes and tools for localities by providing access to VDOT systems so localities can more efficiently manage cost and schedule *
4. Provide streamlined processes for local projects by exploring digital signatures and electronic workflow for agreements *
5. Strengthen budgeting and estimating processes and tools for localities by clarifying the use of prescoping funds to assist localities in developing more accurate estimates
6. Strengthen procurement processes for localities by investigating pre-qualification of consultants for use by localities
7. Provide effective guidance for locally administered program by continuing to provide updates to LAP manual as need for regulatory revisions, clarification of instructions, clarification of roles and responsibilities, or enhanced illustrations of required forms.*
8. Strengthen budgeting and estimating processes and tools for localities by optimizing project administration based on risk and cost factors
9. Strengthen budgeting and estimating processes and tools for localities by enhancing tools to more accurately estimate oversight costs
10. Provide effective guidance for locally administered program by continuing to promote best practices and tools for effective program management*
11. Provide effective guidance for locally administered program by updating Department Policy Memorandum 8-7 (Delivery of Locally Administered Projects and Programs) to reflect current environment and clarify roles of VDOT and localities in local administration. *

Business Plan Updates

Strengthen the locally administered program (Business Plan Item 1.4-1.6)

The locally administered program is a growing part of the transportation program. VDOT cannot execute the program successfully without its local partners. VDOT will review the local program and develop a list of recommendations designed to mitigate risks and increase the success rate. This review may include:

- Defining roles for VDOT and localities
- Optimizing project administration based on risk and cost factors
- Creating a Local Assistance Qualification program

Develop a comprehensive approach to improve project cost estimating (Business Plan Item 1.3)

Streamline project development process (Business Plan Item 3.5) –one of milestone includes reviewing and making improvements as needed to the PWA Scheduling Templates for LAP projects

Business Plan: https://www.virginiadot.org/about/resources/VDOT_Business_Plan.pdf