



## Network for Success Local Programs Workshop



### 9th Annual Local Programs Workshop

September 29—October 1, 2020

Hotel Roanoke

The ninth annual Local Programs Workshop will be held at the Hotel Roanoke. This workshop will focus on providing an overview of local programs, which will provide training for program management and project development. This will bring together local government, VDOT, and private sector staff to discuss the delivery of the local transportation program. In addition to the plenary sessions, the workshop will feature 20 breakout sessions scheduled in four concurrent tracks, over the two-day workshop. This workshop is intended for local public agency staff that have oversight of locally administered projects or work with projects receiving special funding from various programs, as well as consultants and VDOT staff that have involvement in locally administered projects.

**Registration—** Registration will open in early June. Keep watch for additional information on our [Workshop web-site](#).

**Sponsorship Opportunities—** This will be an excellent learning and networking experience for both the public and the private sector. A limited number of workshop sponsorships are available to the private sector. Information regarding sponsorship opportunities will be available soon.

**Continuing Education Credits—** The Local Programs Workshop provides up to 9.5 educational hours. For purposes of the VA DPOR continuing education requirements to uphold a Virginia Professional Engineer license this workshop earns 11.4 continuing education credits.

## LOCALLY ADMINISTERED PROJECTS QUALIFICATION PROGRAM

In an effort to continue to help localities successfully administer transportation projects, the Local Assistance Division developed the Locally Administered Projects Qualification Program for localities administering federal projects. As a FHWA Every Day Counts (EDC) supported program, the Qualification Program will provide a consistent method of determining a locality's readiness to administer federal projects. VDOT's Qualification Program includes a set series of on-line and classroom training sessions that provide a high level overview of the federal requirements for locally administered projects. The Qualification Program training is specifically aimed at the LPA's responsible charge person who is the decision maker and at this time is only open to localities and PDCs.



**Please note, while PDCs are able to take the Qualification Program training, they are not able to hold the “qualified” status for a locality unless they enter into a project agreement with VDOT.**

Every locality must have one person “qualified” by December 31, 2020. Currently, there are 83 localities who have successfully completed the Qualification Program and have received the “qualified” status. Classroom sessions are being offered multiple times throughout 2020 across the state. Please visit our Locally Administered Projects Qualification Program [webpage](#) for more information and to register for an upcoming classroom session near you!

## TOOLS YOU CAN USE

### URBAN MAINTENANCE INVENTORY SYSTEM/ROADWAY INVENTORY MANAGEMENT SYSTEM (UMIS/RIMS) PROJECT UPDATE

We are in the final stage of the conversion of local street inventory from our manual system to the RIMS georeferenced system. This has involved reconciling the lengths of segments in UMIS with their actual measured GIS length. Letters were sent in January notifying localities of their individual mileage changes. Responses were due by Feb 15. Based on responses from localities, changes are currently being made in UMIS and RIMS with anticipated completion by April 1<sup>st</sup>. After changes have been entered into both systems, additions and deletions for FY2021 will begin.

You can access the Public Map Application [here](#)

You can download the file to Arcmap [here](#)

### DASHBOARD PROJECT TOOL UPDATE

There has been an update to the Dashboard Performance Tool. Previously this tool showed dashboard scores by district and locality. The new update shows trend lines for on-time delivery for individual localities, as well as other helpful information. All of the data is pulled from Dashboard 4.0 and is refreshed daily in conjunction with Dashboard 4.0. Please take a few minutes to explore this helpful tool & let us know of any feedback you may have. The tool can be found [here](#) & is titled "Dashboard Performance Tool."

### PROJECT DEVELOPMENT SCHEDULE TEMPLATES

After extensive analysis, VDOT's Project Management Office (PMO) has updated the locally administered project development schedule templates to more accurately reflect actual project timelines. The revised schedule templates are posted on PMO's [webpage](#).

As a reminder, these templates become the projects' Initial Baseline (that by which the project is measured against on Dashboard through Scoping). We continue to encourage project managers and coordinators to carefully evaluate each project's schedule before scoping (task 22) is closed, as this locks in the Scoping Baseline (that by which the project is measured against on Dashboard through Award).

### GEOSPATIAL PROGRAM—PHOTOGRAMMETRY

The VDOT Geospatial program is comprised of the following disciplines: GIS, Land Surveying, & Photogrammetry. An Unmanned Aerial System (UAS) section is being implemented over the next year. Photogrammetry and LiDAR are remote sensing and mapping methods that have many applications in the Department of Transportation and in locally administered projects. Applications of photogrammetry/LiDAR in remote sensing include planimetric & topographic mapping, site planning, earthwork volume estimation for proposed roads, compilation of digital terrain models (DTM), and image base mapping (orthophotography) for Design, Environmental, Traffic, Hydrology, and Planning.

The Geospatial Program can provide a wide variety of professional services including: aerial photography, aerial & mobile LIDAR, survey, utility designations and locations. All project data is required to be stored and indexed so it can be repurposed for future applications. VDOT makes this data available to all of our federal, state, and local government agencies upon request. Localities can request these services for their projects by contacting:

CHRIS KELLY—christopher.[kelly@vdot.virginia.gov](mailto:kelly@vdot.virginia.gov)  
PHOTOGRAMMETRY MANAGER  
VDOT CENTRAL OFFICE L&D  
804-225-4201

REED ADAMS—reed.adams@vdot.virginia.gov  
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VDOT CENTRAL OFFICE L&D  
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## SPECIFICATIONS AND GUIDANCE

### LAP MANUAL UPDATES

LAP Manual updates are now required to be submitted to [Virginia Regulatory Town Hall](#) for a 30 day public comment period prior to making proposed document changes official. In preparation, LAD must first provide a marked up version and clean version to VDOT's Governance & Legislative Affairs Division (GALA), and on behalf of LAD, will make a submission to the Town Hall. This process may take up to two months. In February, Local Assistance Division completed important updates to the LAP Manual as summarized below and the public comment period will end on April 1st, 2020. Our [webpage](#) currently shows each of the proposed updated chapters as a draft.

#### CHAPTER 5

- SERP and NEPA clarifications

#### CHAPTER 9

- Environmental deliverables on the Federal/State-Aid Checklists

#### CHAPTER 10

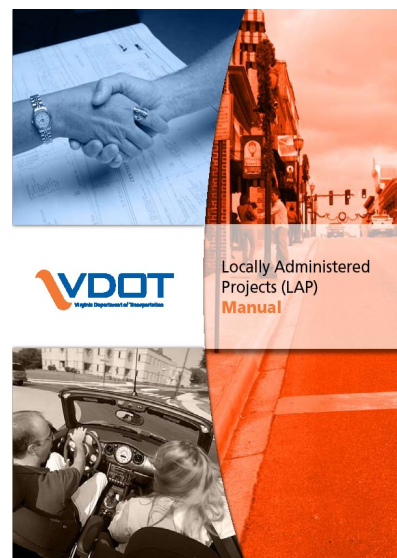
- Agreement and Appendix-A processes

#### CHAPTER 12

- Bid Additives/Deductives for SMART SCALE and State of Good Repair projects
- Public Involvement
- Incentives/Disincentives

#### CHAPTER 15

- PCE/CE
- Environmental Assessments
- SERP
- VDHR Permits
- Section 4(f) Coordination Process
- Noise Analysis
- Water Quality Permitting
- T&E Coordination
- Hazardous Materials



### CEMENT TREATED AGGREGATE (CTA) SPECIFICATIONS REVISION

VDOT has revised its Specification for Cement Treated Aggregate (CTA) Base Course. The revised specification became effective July 2018. The revised specification replaces respective sections of 307 of VDOT's Road and Bridge specifications and acts as a complete standalone special provision for CTA. All contracts advertised after July 2018 are to use this revised specification. The revised specification is located [here](#) and can be located using the number SP307-000100-00.

**Locally administered projects, where VDOT will maintain the roadway, must comply with the latest VDOT CTA specifications when CTA base course is constructed. This revised specification also applies to private development projects where, after construction, the locality intends to submit a request for VDOT to accept the roadway for future maintenance responsibilities.**

If there are any questions on this new CTA specification, Mr. Wansoo Kim, P.E. CO Materials Soils and Aggregate Program Manager should be contacted at 804-328-3140 or [wansoo.kim@vdot.virginia.gov](mailto:wansoo.kim@vdot.virginia.gov).

## STATE OF GOOD REPAIR PROGRAMS

### PRIMARY EXTENSION

The application period for FY2021 SGR/Primary Extension projects began October 1, 2019 and ended December 13, 2019. There were **122 applications received from 39 localities in all 9 districts**. Projects have been tentatively scored and selection will occur with the final budget. Each year, the Commonwealth Transportation Board (CTB) approves local paving projects limits and funding. In order to qualify to apply for funds, projects are required to have a Combined Condition Index (CCI) less than 60. Scoring criteria included considerations for NHS, prior year expenditures in pavements, CCI value and traffic volume.

FY 2021 is the first year projects must follow federal guidelines for SGR/Primary Extension paving projects. This form is used to certify adherence to applicable federal laws and regulations pertaining to local paving projects. Additional information available includes FAQ's, Category 1 and Category 2 Safety Analysis checklists. This information is available on [LAD's external website](#). Currently in development is a federal contract picklist to assist localities with required documentation. When the picklist is finalized it will be shared with localities and VDOT staff.

### LOCALLY OWNED BRIDGES

Bridge notification forms that are requested for all locally maintained deficient bridges were made available via the Smart Portal following the same timeline as SGR-Primary Extension. Allocations were deferred for new projects until FY2021 (July 1, 2020). This decision was based on funding availability and recent changes to the Code of Virginia (passage of HB-2784) and affects both VDOT and locality maintained bridges. Bridge notification forms submitted in the SMART Portal for FY 2020 were carried forward to FY 2021. An email notifying localities that provided additional information was sent in April 2019. A total of 24 work notification forms were submitted for FY 2021.

Additional information on the Primary Extension program and Locally Owned Bridges can be found on [LAD's External website](#).

## UPCOMING TRAINING

### TRANSPORTATION PROJECT MANAGEMENT INSTITUTE APPLICATIONS OPEN

Plans for the 2020 Transportation Project Management Institute have been finalized and be held at the Boar's Head Inn resort from June 23 - July 2, 2020. The application deadline for the locality scholarships is April 15, 2020. The deadline for all other applications is May 15, 2020.

Registration forms and details about TPMI can be found at <http://www.cts.virginia.edu/transportation-project-management-institute/>

## ON-TIME ADVERTISEMENT OF LAP'S

### VDOT Dashboard Score by District

As of 03/15/2020	On-Time Development	On-Budget Development
Bristol	63%	89%
Culpeper	45%	72%
Fredericksburg	42%	57%
Hampton Roads	71%	78%
Lynchburg	94%	70%
Northern Virginia	40%	57%
Richmond	62%	67%
Salem	72%	75%
Staunton	68%	60%

On-time project delivery is a key performance measure for both VDOT and locally administered projects. We periodically report on-time advertisement of locally administered projects as a measure of program success. This information is tracked in two ways — real time via VDOT's Dashboard and also by tracking advertisements planned by calendar year on what we call our "commitment list."

The VDOT Dashboard is publicly available and can be accessed at <http://www.virginiadot.org/dashboard/projects.asp>. There is also a Dashboard Performance tool available to localities that can be found at [http://www.virginiadot.org/business/reporting\\_systems\\_to\\_be\\_used\\_on\\_locally\\_administered\\_projects.asp](http://www.virginiadot.org/business/reporting_systems_to_be_used_on_locally_administered_projects.asp).

On Time Delivery Goal 70%    On Budget Delivery Goal 74%

All localities are encouraged to work closely with their District Project Coordinators to ensure project information is updated during project development in a timely manner and ensure that your locality representative inputs data directly into NVAP monthly for projects under construction.

The CY2020 Commitment Baseline List is posted on our [website](#).

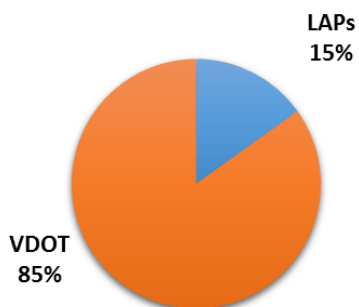
### LAP Construction Advertisement Commitments for CY2020

Reported through first quarter CY2020

Project Count	Estimated Construction Value
CY2020 Planned 204	CY2020 Planned \$332M
CY2020 Q1 actual 29	CY2020 Q1 Actual 20M

We continue to report quarterly on the size and scope of the local program relative to VDOT administered projects. Those statistics for active projects as of December 31, 2019 are shown on the charts below.

**Active VDOT vs. LAP Percent of CN \$\$\$**  
\$19,776,554,146 TOTAL CN \$ Value



**Active VDOT vs. LAP Percent of CN Projects**  
3361 TOTAL Projects

