LOCALLY MANAGED TRANSPORTATION PROJECTS

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WHICH PROJECT TYPES ARE ELIGIBLE?

- Federally-funded projects on local roads (STP, CMAQ) (NOT on State Routes)
- Transportation Enhancement Projects
- Local Interstate Connector Projects
- State Industrial Access Road Projects (upon request by local agency)
- Bridge Replacement Projects (upon request by local agency)

WHO IS ELIGIBLE?

- Local Governments (as opposed to civic groups, non-profits , neighborhood groups and interested parties)
- Local Governments must provide sufficient information to allow TDOT to determine they are staffed and equipped to handle the project.

What determines staffed and equipped?

- Based on complication and size of project

Small Projects, Such as

- Transportation enhancements, intersection improvements without significant r/w; resurfacing, striping, signing, guardrail installation, signalization and some bridge replacement projects

Require:

- Full-time employee of agency with experience in managing roadway projects. Must hire design and construction engineering and inspection consultants from TDOT’s approved list.

Method of TDOT Determination

- Written statement of qualifications followed by an on-site interview
- Qualifications kept on file for 5-years
- Re-applicants are asked to certify that facts on which certification was based have not changed. After 5 years, new certification required. If changes happen, new certification is required.

Mid-Range Projects such as:

- Widening, realignment of existing roadway, signalization projects with the addition of turn lanes, bridge replacement projects requiring significant land acquisition or projects with environmental requirements greater than a categorical exclusion but lesser than an EIS

Require:

- Professional engineer on staff. Must hire design and construction engineering and inspection consultants from TDOT’s approved list

METHOD OF TDOT DETERMINATION

- Written statement of qualifications
- Five-Year Certification procedures remain

Large Projects, such as:

- Construction of new facilities, widening of existing roadways, realignment of existing roadways that require significant land acquisition and environmental clearances that require an EIS

Require:

- Professional engineer on staff with extensive experience working with federal and state agencies. Experience in managing federally-funded grants and projects. Must hire design and construction engineering and inspection consultants from TDOT's approved list.

Method of TDOT Determination:

- Written statement of qualifications.

Planning Requirements Not Included in Manual

- **NOTE:** ***The process described in the manual assumes the project being considered is included in the Transportation Improvement Program in the case of urban areas over 50,000 population or is included in the STIP and has been presented to the Rural Transportation Planning Organization in the case of rural areas.***

Who To Contact

- TDOT Local Programs Development Office is the single TDOT point of contact for project correspondence and submittals throughout the life of a project.
- The Local Programs Development Office will seek answers to technical questions from the technical areas of the department. Because of the volume of projects managed by TDOT, local governments are required to place the Project
- Identification Number (PIN), an eight digit number (Example: 716055.00) on all correspondence with TDOT.

In Kind Match Is Allowed

- Local governments may use the value of donated services or land as all or part of the local match for federally-funded projects if the donation meets federal requirements. The value of donated services shall not be used unless the donation occurred after the authorization to proceed. FHWA must also concur in the soft match prior to use. Please refer to the Flexible Match in the Innovative Finance Primer.

TDOT Review Points

- Draft Environmental Document
- All environmental documentation must be prepared in accordance with the TDOT Tennessee Environmental Procedures Manual. An outline of environmental procedures is included in the manual at Appendix B: Brief NEPA Process Options. The draft environmental document must be submitted to TDOT for review and submission to the Federal Highway Administration.

Review Points Cont'd

- Roadway and Structural Plans:

- Roadway Plans: The local government must submit a design certification letter to the Local Programs Development Office. This letter will be transmitted to TDOT's Design Division. The Director of TDOT's Design Division will provide signature of concurrence in the design.

Review Points Cont'd

- Structures Plans: Final hydraulic design and preliminary and final structural plans stamped by an engineer licensed in the state of Tennessee will be prepared by the local government and submitted to the Local Programs Development Office.
- These plans will be transmitted to TDOT Structures for approval and FHWA for review.

Review Points Cont'd

- Final Environmental Document and Permits
- The local government will submit the final environmental document to TDOT's Environmental Division for review. TDOT will submit the Final Environmental Document to the FHWA for review.

Review Points Cont'd

- Right-of-Way and Utilities

Beware!!!!!!!!

The local government must not proceed with any work related to right-of-way until it has made contact with TDOT's regional Right-of-Way Office for guidance. When the acquisition phase is completed, the region will require sufficient information to certify to the FHWA that acquisition was done in accordance with all applicable laws, rules, regulations and policies. Land acquisition procedures are mandated by federal law and policies. If land acquisition procedures are found to be flawed, all federal funding for the project (for all phases, even if other phases were done in accordance with federal law, regulations and procedures) may be withdrawn

Review Points Cont'd

- Environmental Permits
- Prior to advertising the project for bids, the local government shall provide copies and certify to the department (received by the Local Programs Development Office and transmitted to the Environmental Division) that all required permits have been secured.

Review Points Cont'd

- Advertisement for Bids
- Must have a Notice to Proceed prior to advertisement
- Must submit bid package to TDOT for review prior to advertisement
- Must advertise for THREE (3) weeks in grand division newspaper, local paper and minority papers

Bid Opening

- Must open bids three weeks after advertisement
- Must open in a public place
- Must read each bid out loud

Review Points Cont'd

- Award of Contract
- Must submit estimate and bid tabulations to TDOT
- Must ask for concurrence in award to low bidder
- TDOT will review bids and concur or return for correction
- Contractor must be on TDOT's pre-approved list

Disadvantaged Business Enterprise Goals

- Projects of more than $500,000.00 will have a Disadvantaged Business Enterprise (DBE) goal. This goal will be set by the Local Agency if they have an ongoing DBE process in place and have been establishing goals on their own. Otherwise the TDOT Small Business Development Program will set the goal. The Department must be advised of all goals set by the Local Agencies. All DBE goals established must be met in the absence of unusual circumstances.

Field Engineering

- The local government must hire a construction engineering and inspection firm to oversee the project in the field. The firm selected must have experience inspecting similar federally-funded projects. The firm must be on TDOT's approved consultant list.

TDOT Inspection

- TDOT will assign an inspector to the job. This inspector will attend the pre-construction and bi-weekly progress meetings. This inspector will make periodic visits to the project site.

Materials Testing

- Local agency's CEI will conduct all acceptance testing
- TDOT will perform verification and independent assurance testing.

Final Inspection and Acceptance

- TDOT will attend the final inspection
- TDOT will make a final acceptance of the project.

QUESTIONS?