

Local Project Administration

April 28, 2016



What's a Locally Administered Project?

- Any MaineDOT-funded project managed by a city, town or other local organization.
- MaineDOT guides the process and makes necessary approvals at key milestones.
- Federal / State requirements apply.



Highway Projects

AUBURN



BANGOR



Sidewalks

LIVERMORE FALLS



CUMBERLAND



Shared-Use Paths

HALLOWELL



LISBON



Pedestrian Bridges

Waterville-Winslow



Biddeford-Saco



Waterfront Access

DEER ISLE



SO. PORTLAND



Why are we here?

- These may be local projects **but** ... money from MaineDOT has certain requirements.
- You must follow the rules that come with the money.
- Training & manual lay out “the rules.”



Today's objectives

- Local administrators learn the rules.
- Consultants know the requirements – and their roles in supporting projects.
- Roles of MaineDOT project managers & required approvals are explained.
- Introduce material in the Manual:
 - ❖ Checklists
 - ❖ Sample Communications
- **“Broad-brush” approach.**

What's certification?

- Ensures that folks understand the basics of doing projects with federal & state \$\$.
 - ❖ Assigned to individuals.
 - ❖ Good for **4 years**.
- Tier 1 – One-day training.
- Tier 2 – Project review before work starts.
- Explained on **page 1-2** of the Manual.



Role of Local Administrator

(Manual, pages **1-3** & **1-10**)

- The person in charge must be a **full-time** local employee if **federal** money is used.
- Part-time, **qualified** employee OK if state funds are used (SHIP projects).
- This person oversees budget, schedule, contracting, quality, and adherence to requirements.
- New administrator with **certification** must be designated of original person leaves.

Basic Requirements

- Engineering Design = Qualifications, **NOT** price.
- Construction = Low bid.
- Environmental laws apply (NEPA).
- Right-of-way =
due process & just compensation.
- Design & construction follow MaineDOT's standards – and require approvals.
- Civil rights & labor laws apply.



What about the money?

(Manual, **page 1-4**)

- Reimbursement – **NOT** a grant up front.
- You incur expenses, submit invoices.
- MaineDOT reviews, approves costs.
- MaineDOT pays its share ~ **50% to 80%**.



What's eligible for MaineDOT funding?

- Engineering Work
- Right of Way
- Utility Coordination
- Advertise and Award
- Construction/Oversight

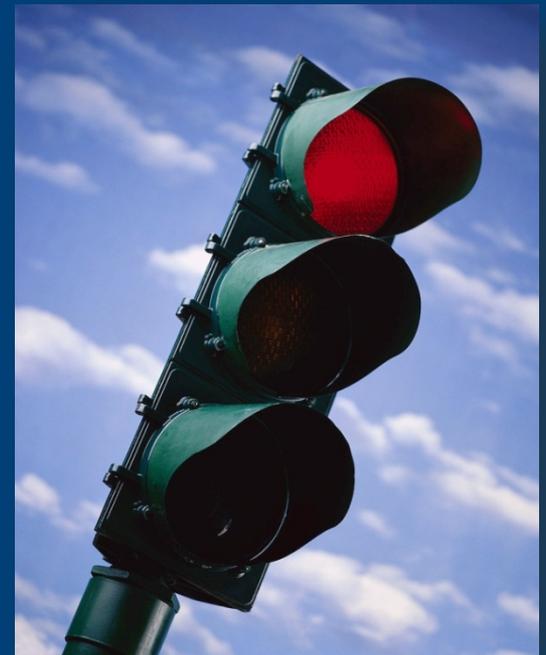


What's **NOT** eligible?

- **Costs not meeting State / Federal rules:**
 - ❖ Expenditures **before** Notice to Proceed.
 - ❖ Change orders made **without** DOT sign-off.
 - ❖ Property negotiations **before** NEPA complete.
 - ❖ Design costs – if project **withdrawn**

- **Administration:**
 - ❖ Local administrative time.

- **Maintenance Work**



Invoices

(pages 1-4 and 1-28)

To be accepted, invoices must include:

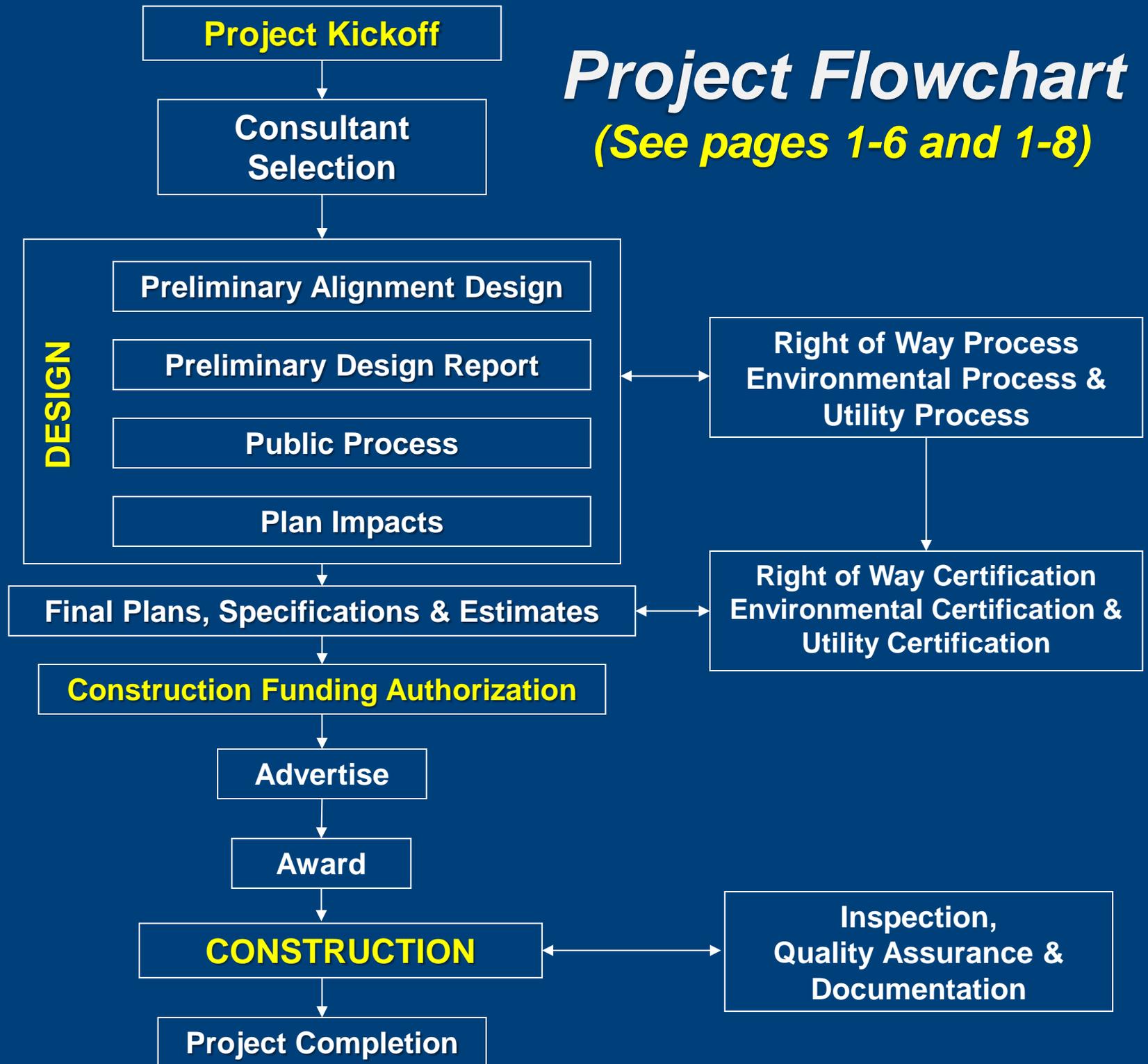
- MaineDOT Project & Contract Number;
- Service dates for billing period;
- Total with MaineDOT share & local share;
- Copies of bills paid, along with backup;
- Completed invoice worksheet (p. 1-29); and
- Progress Report.

How long does everything take?



Project Flowchart

(See pages 1-6 and 1-8)



Project start-up

~ **2-3 months** (Manual, page **1-8**)

- Project is funded.
- MaineDOT approves local administration.
- Local administrator placed in charge.
- “Kickoff” meeting held (Tier II certification.)
- Project agreement is signed.
- MaineDOT gives **Notice to Proceed.**

Design & Permitting

Typically **6 months to 1 year**

- Hire consultant (Section 2).
- Design project (Section 3).
- Determine impacts & obtain permits (Section 4).
- Identify right-of-way needs & acquire rights (Section 5).
- Work with utilities (Section 6).



Approvals:

Apply regardless of funding type

- Submit design plans for review at 50% & 95%.
- Submit environmental certification.
- Provide utility certification.
- Submit right-of-way certification.
- Obtain MaineDOT approval of final Plans, Specifications & Estimate package (PS&E).
- Receive Construction Authorization.



Advertise & Construction

(Manual page 1-8 & Section 9 through Section 12)

- Advertise – **3 weeks**.
- Review bids – up to **30 days**.
- Award project.
- Hold pre-construction meeting.
- Oversee & inspect work.
- Conduct final inspection.
- Accept & close out project, keep records.



Website

- LPA Homepage:

<http://www.maine.gov/mdot/lpa/>

- Manual and slides from this training:

<http://www.maine.gov/mdot/lpa/ccm/>

- Documents you will need for a project:

<http://www.maine.gov/mdot/lpa/lpadocuments/>

MaineDOT Contacts

- **Jeff Tweedie, Multimodal Program Manager**
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- **Jen Paul, Construction Manager**
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- **Mike Laberge, Local Projects Coordinator**
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Today's Agenda

- Consultant Selection
- Project Design & Delivery
- Environment
- Right-of-way
- Utility Coordination
- Civil Rights, Labor Laws
- Construction Oversight & Documentation
- **Quiz:** www.maine.gov/mdot/lpa/ccm/

Remember:

- If you don't know – **ASK** (Please!)
- Check in **regularly** with MaineDOT.
- Document ... Document ... Document

