Division of Local Transportation Information Summary
How Local Public Agencies Can Get a Major Road or Bridge Constructed, Rehabilitated or Replaced

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There are basically three ways a local public agency can get a major road or bridge constructed, rehabilitated or replaced.

I. Local Project
   The LPA can initiate, design, and construct project locally with local funds.

II. Federally Aided Project.
   If on an approved federal aid route, LPA can apply for federal fund assistance via our Local Assistance, FA-2 application form. Eighty (80) to one hundred (100) percent federal funds assistance is available, depending on category.
   Federal aid is basically for major capital improvement projects. LPA initiates request and LPA (or their consultant) does the design and contracts for work to be done. Local Transportation monitors projects to ensure rules are followed and we provide fund reimbursement.
   All preliminary and most specialized information of LPA/federal aid project is obtainable from the central Local Transportation office (317) 232-5313, or your district Local Assistance Section.

III. State Project.
   If on the state highway system, road or bridge work, design and funding will be done by the state through the district office. This applies only for state, U.S. and interstate routes. The state selects and prioritizes these projects from the district highway improvement program (HIP) list. Locals may have input in or make a request as to what is included in the HIP for their area. Primary contact point is your district state highway office. LPAs may also request a route to be designated as a state route via their district office.

OVERVIEW OF THE LOCAL TRANSPORTATION (FEDERAL AID) PROCESS
In brief our Local Transportation process is as follows:
Local Public Agency (LPA) assesses their (transportation system) needs; prioritizes and selects projects; applies for federal aid.
If included in the overall highway program, your project is eligible and acceptable and will eventually be scheduled for funding when: your project has reached the appropriate stage of development, your project has received the appropriate priority, and we have funds available within the particular category your project falls under.
If your project will be ready to go to construction in the upcoming fiscal year and if accepted in our annual 105 program your project will be funded in the upcoming federal fiscal year (FFY) which runs October
1 of the current year through September 30 of the next year.

If your project is not included in our annual funding program, please continue to work on it, it will be included eventually. When in doubt, please call your area engineer first.

Federal and state process requirements as set out in the terms of a standard agreement we ask responsible LPA officials to sign.

You will get a letter from us to authorize starting a project. LPA may then advertise for and select a consultant engineering firm (CE) to help them through the process and diagrams all steps through construction.

We meet to resolve scope of project concerns. Your staff of Consulting Engineer does preliminary survey and develops preliminary plans. Environmental impact is assessed and reported.

A public hearing is afforded. Final plans are developed and reviewed. Right of Way (R/W) is acquired.

Final plans are checked and approved and your project has then advanced to the ready to let bids for construction stage.

LOCAL TRANSPORTATION FUNCTION OVERVIEW

The Division of Local Transportation was created for the express purpose of working with local units in fulfilling their federally aided transportation project needs. We administer the federal highway funds that come from Washington and are allocated to local public agencies here in Indiana to meet local road, bridge, railroad crossing, and et., needs. In effect these funds are used to supplement local resurfacing efforts and construction initiatives.

We "shepherd" your projects throughout the entire process from application for federal funds via our FA-2 form, to final plan reviews and approval, to ready for bid lettings for actual construction. We review and monitor progress, and we process your reimbursement payments. We have also instituted a computer based project tracking system that helps us to better manage our work.

There is a distinct difference between our Local Transportation administered, federally funded responsibilities and other types of state administered and funded transportation concerns. Per your copy of our "INDOT Functions and services Directory" some items may be addressed at the district level while others will require central office contact.

The Division of Local Transportation is charged with the responsibility of assisting local units in the development of federally aided projects and in the administration and procurement of federal funds on their behalf to meet local transportation needs.

Telephone Numbers

Local Transportation................. 317-232-5313

District Coordinator Phone
Laporte ....... Philip Crone ........ 219-362-6125
Crawfordsville . Ronald Meschen .... 317-362-3700
Fort Wayne .... Stephanie Belch .... 219-484-9541
Greenfield .... Larry Loveall ....... 317-462-7751
Vincennes .... Calvin Evans .......... 812-882-8330
Seymour ........ Jim Ryser ........... 812-522-5649

Our Program Development Section is responsible for initial FA-2 review, determining LPA's fair funding share, assigning Des. Numbers, all fund/balance information and maintenance, project tracking and scheduling, and instituting pay back provisions, when necessary.

Section Manager . Art Boyle ........ 317-232-5142

The Technical Section of Local Transportation is responsible for technical assistance for all projects, and recommends projects for annual program funding.

Section Manager . Bruno Canzian .... 317-232-5319

The Administrative Assistance Section processes agreements, pays claims and resolves audits.

Supervisor ........ Marka Wildman ... 317-232-5311
SUGGESTED METHODS IN PROJECT SELECTION
- Develop a master plan at least 5 years in advance
- Set goals and priorities
- Provide mechanism for continuity
- Retain competent staff
- Prioritize projects based on need
- Use sound fiscal and project management
- Stick with the plan (minimize shifting priorities)
- Review planning process every year, update and prioritize again if needed

PROJECT FLOW
- Select project
- Select consultant
- Development project
- Fund project
- Construct project

PROJECT DEVELOPMENT
- Select a qualified consultant
- Six Major steps required for engineering development
  - Environmental
    - Preliminary plans
    - Hearing
    - Design approval
    - Acquisition of right-of-way
    - Final plans
  - Schedule contract
  - Local match money must be available
  - Project completed

TYPICAL DELAYS IN DEVELOPMENT
- Environmental requirements
- Geometric standards (AASHTO)
- R/W Acquisition
- Change in priorities/administration
- Local match not available
- Understaffed/work load
- Review delays
- Public Opposition

FUNDING
- Bridges ................... 80  20
- Roads ..................... 80  20
- Signals ................... 80  20
- Intersection ........... 80/100  20/0
- RR Xings ............... 80/100  20/0
- Safety ................... 100  0
  (Limited to 10% of Sub-allocation)
- Any combination of the above

Please note: INDOT will fund work on the 100 potentially most hazardous crossings in the state with 100% federal funds. INDOT will evaluate and select the top 20 eligible and ready crossings from the list each year. We will then contact the affected LPAs and work with them to process those crossings selected.

PROJECTS REQUIRING CE
  (Construction Supervision)
- Bridges
- Roads
- Intersection Improvements
- Traffic Signals
- Any combination of the above

CE LIMITATIONS
- 15% of low bid x fed. participation ratio
- 2.5% state charges (approximate rate)
- 12.5% available to LPA's
- Above 15% is LPA responsibility

GOAL OF CONSTRUCTION (CN) CONTRACTS
- Let early spring
- Finish within CN season
- Tighten CN schedule without increasing costs
- Qualified inspectors and supervisors at job site
- Qualified contractor and subs