THE DEVELOPMENT OF FEDERAL AID PROJECTS

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BASIC GROUND RULES

• PROJECT DEVELOPMENT FLOW CONTROLLED BY LPA/CONSULTANT
• CONSULTANT SELECTED BY LPA
• INDOT REVIEW TIME 30 DAYS OR LESS
• INDOT ADMINISTERS FEDERAL-AID
• PROJECTS CARRY AN 80-20 SPLIT
• THE LPA IS RESPONSIBLE TO IMPLEMENT ALL STEPS
• CONSTRUCTION MATCH REQUIRED PRIOR NTP TO CONTRACTOR
• CONSTR. ADMINISTERED BY INDOT

ASSUMPTIONS MADE BY LOCAL TRANSPORTATION

• FEDERAL AID PROJECT APPROVED
  ➢ PROJECT SUBMITTED FOR APPROVAL BY LPA DURING PROJECT CALL
  ➢ PROJECT APPROVED BY INDOT
  ➢ A DES NO HAS BEEN ASSIGNED
  ➢ PROJECT HAS PE & OR R/W SHOWN FOR FUTURE CREDIT (new item)
  ➢ CREDIT NOT EXTENDED TO MPO’S EXCEPT ENHANCEMENT

LPA’S SELECTION OF CONS.

• MUST FOLLOW APP’D SELECTION PROCED. IF FED FUNDS ARE REQUES.
• CONSULTANT SHOULD HAVE AN APPROVED O/H RATE
• IF NO O/H RATE AVAILABLE A PROV. RATE NEEDS APPROVAL
• NO AGRE. OR CLAIMS WILL BE APPROVED W/O O/H RATE

KEY ELEMENTS of DEVELOPMENT

• ENVIRONMENTAL
• GRADE REVIEW/PRELIMINARY PLANS
• FIELD CHECK
• PUBLIC HEARING
• DESIGN APPROVAL
• LAND ACQUISITION
• FINAL PLANS
• TRACINGS
• BID LETTING

ENVIRONMENTAL TYPES

• CATEGORICAL EXCLUSION
  ➢ PROGRAMMATIC; signs, some r/w, lights, signal, etc
  ➢ STATEWIDE CE; resurface, bridge repl/rehabs, r/w takes; signed by indot
  ➢ FHWA CE, 4f, historic; signed by indot/feds
  ➢ MOU (historic disposition); part of sect. 106
• SECTION 106; historic, public involvement
• ENVIRONMENTAL ASSESSMENT (EA); comb of above; signed by indot/feds
• ENVIRONMENTAL IMPACT STUDY (EIS); signed by Indot Commissioner & Feds
**PRELIMINARY PLANS**

- GRADE REVIEW PLANS
  - Q/A FORMS; TOPO; CN C.L.; TYPICAL SECT.; SS&T
  - HYDRAULICS; PROFILE GRADE; PREL. DRAINAGE
- PRELIMINARY FIELD CHECK PLANS
  - PRELIMINARY PLANS
    - Q/A FORMS
    - RAW LINES, CONTR. LIMITS, DRAINAGE
    - DESIGN EXCEPTION REVIEWS, DSR, SD
  - FIELD CHECK
    - MEET AT SITE
    - DISTRICT CONSTRUCTION TO ATTEND
    - DISCUSS UTILITIES/GEOTECH; ACCESS
    - EVALUATE PLAN CONSTRUCTABILITY

**PUBLIC HEARING**

- INFORMAL MEETINGS by LPA
- HEARING OPPORTUNITY OFFERED BY REQUEST
- SCHEDULE HEARING
  - NOTE:
    - Usually <1/2 Ac. May not be required unless requested by property owner.
    - LPA may explain one on one issues and resolve disputes

**DESIGN APPROVAL**

- DESIGN STANDARDS APPROVED
- DESIGN EXCEPTIONS, PROPRIETARY ITEMS APPROVED
- DESIGN SUMMARY SIGNED
- ADVANCE TO FINAL DESIGN/PLANS
- R/W ACTIVITIES MAY BEGIN
- IT IS A MUST TO CONTACT THE LAND ACQ DEPT. FOR PROCEDURE
- LETTER FROM LOCAL TRANSP. OF DESIGN APPROVAL & REQUESTING FINAL PLANS

**LAND ACQUISITION ACTIVITIES**

- R/W ENGINEERING
  - PLATS, DESCRIPTION, TITLE SEARCH, APA
- R/W SERVICES
  - APPRAISALS, REVIEW APPRAISALS, BUYING
  - R/W MGMT & SUPERVISION
  - RELOCATIONS-PROP MGMT.
- DON'T MISS THE ABOVE OR YOU'LL JUMP THRU HOOPS
  - IMPORTANT: ALWAYS TOUCH BASE W/LAND ACQUISITION

**MORE L/ACQ DETAILS**

- NON-PARTICIPATING R/W (NO FEDS)
  - NO AGREEMENT REQ'D
  - NO PLANS OR APPRAISAL PA REVIEW
- R/W ENGR.-R/W SERVICES (FEDS)
  - LPA CONS. AGREEMENT REQ'D
  - PLANS AND APPRAISAL PA REVIEW

- R/W SERVICES – ACQ. OF R/W (FEDS)
  - LPA CONS. AGREEMENT REQ'D
  - APPRAISAL, REVIEW APPR., BUYING FEES TO LAND ACQ FOR APPROVAL
  - APPR/REVIEW AP. REPORTS APP'D FOR NEGOTIATION
  - ADMIN. SETTLEMENTS PRE-APPR.
- LID ONLY (FEDS) - REQUIRES ALL R/W SERVICES OUTLINED ABOVE
- ALL THE ABOVE REQ'D DOCUM. MUST BE SUBMITTED TO INDOT FOR CERTIFICATION
FINAL PLANS (checkprints)

- FINAL PLANS
  - Q/A FORMS, MEMOS AS REQ'D
  - CALC, GEOMETRICS, QUANTITIES
  - CONSTRUCTION COST ESTIMATE (ESTIMATOR)
  - CURRENT SPECS, RECURRING SPECIAL PROVISIONS

FINAL PLANS (cont’d)

- DRAINAGE CALC, SD CALC, APPLICABLE FORMS
- INCORPORATE PREVIOUS COMMENTS
- CHECK COST ESTIMATES AND COMPARE TO PREVIOUS
- R/W SHOULD BE FINALIZED OR NEAR
- AGREEMENTS FOR CE, RR OR UTILITIES SHOULD BE IN FINAL STAGES

TRACINGS

- LETTER FROM LOCAL TRANSP. TO REQUEST TRACINGS
  - TRACINGS, X-SECTIONS, PRINTS
  - ALL CONTRACT DOCUMENTS
    - QA FORMS, PERMITS
    - MEMO TO CONTRACTS
    - COST ESTIMATES, SCHEDULES
    - APPLICABLE CALC, QUANTITIES, SPEC. PROV.
    - CONTRACT & DE#S ON EACH SHEET
    - UTILITY, EMBANKMENT, FOUNDATION, LIMITED REVIEW MEMOS, ETC.
    - CE, RR, UTILITY AGMTS, ENG. ASSIGN IN OR FOLLOWS
    - R/W CERTIFICATION IN OR FOLLOWS

TIPS FOR BID LETTING

- ALLOW 4 MOS LEADTIME TO SCHED.
- PE/RW CREDITS APPROVED
- STATE-LPA AGRE ROUTED FOR APPROVAL
  - NEW STEP REQUIRED BY INDOT (CAN ADD TIME)
- CE, RR, UTILITIES AGREEMENTS ON HAND
- STATE-LPA AGREEMENT SIGNED BY LPA
- RW CERTIFIED

TYPICAL PROJECT DELAYS

- PROJECT DEVELOPMENT DELAYS

- START OF CONSTRUCTION DELAYS
  - OH NO!! NOT AGAIN!!
  - CALL LOCAL TRANSPORTATION!!!!

DEVELOPMENT DELAYS

- ENVIRONMENTAL ISSUES
  - HISTORICAL/ARCHAEOLOGICAL/SECTION 106

- DESIGN ISSUES
  - FAIL TO MEET DESIGN STANDARDS
  - NEGATIVE R/W IMPACTS
  - COST ESCALATION

- LOCAL ISSUES
  - PUBLIC OPPOSITION
  - LOCAL FUNDING MATCH
  - ACQUISITION R/W-CONDEMNATION
  - CHANGE IN PRIORITIES
DEVELOPMENT DELAYS (cont’d)

- FUNDING ISSUES
  - INDOT FUNDING CAPS ($2.5M FEDERAL/YEAR/LPA)
  - LOW ESTIMATES SUBMITTED
  - REQUEST FOR ADDITIONAL FUNDS
    - LETTER FROM LPA JUSTIFY ADDITIONAL FUNDS
    - PHASING MAY BE NECESSARY
    - PROJECT CALL FOR ADDITIONAL FUNDS

- AGREEMENTS NOT SIGNED
  - STATE-LPA
  - SPECIAL AGREEMENTS

- MATCH CREDITS FOR PE/RW NOT SUBMITTED AND APPROVED

- MATCH NOT COMPUTED BY LOC. TRANSP. FOR BILLING

- LOCAL MATCH NOT RECEIVED

- NOTICE TO PROCEED TO CONTRACTOR WILL NOT BE ISSUED WITHOUT ANY OF THE ABOVE

CONSTRUCTION CONTRACT

- INDOT DISTRICT IN CHARGE OF OVERALL CONTRACT
- CONTRACT ADMINISTRATION/PAYMENTS TO CONTRACTOR BY DISTRICT
- DAILY ADMINISTRATION BY PE/CONSULTANT HIRED BY LPA
- CHANGE ORDERS CARRY AN 80-20 SPLIT
- FINAL RECORD TO DISTRICT ASAP (usually 30 days)
- RELEASE OF CONTRACTOR & ACCEPTANCE OF CONTRACT BY DISTRICT/LPA

CURRENT CREDIT POLICY

- ENHANCEMENT PROJECTS (since 2000)
  - PE & R/W CREDITS FOR UP-FRONT COSTS INCURRED BY THE LPA UP TO 20% OF CONSTRUCTION MATCH. MUST BE APPROVED
  - PE CREDITS APPROVED BY LOCAL TRANSP.
  - R/W CREDITS APPROVED BY LAND ACQ.
  - CE COSTS @ 80-20 BY AGREEMENT
  - FEDERAL-AID AGREEMENTS FOR PE/RW ALLOWED
  - DISADVANTAGE – TIME TO PROCESS & AUTHORIZE
  - CREDITS EXTENDED WITHIN MPO’s

- TRADITIONAL PROJECTS (except enhanc.)
  - PE & R/W CREDITS FOR COSTS INCURRED UP-FRONT BY LPA UP TO 10% OF CONSTRUCTION MATCH INCLUDING CE
  - PE CREDITS APPROVED BY LOCAL TRANSP.
  - R/W CREDITS APPROVED BY LAND ACQ.
  - INCLUDES CONSTRUCTION ENGINEERING UP TO 10%
  - AGREEMENTS FOR PE-R/W NOT ALLOWED
  - CREDITS NOT EXTENDED WITHIN MPO’s

HELPFUL TIPS TO LPA’s

- SELECT PROJECTS WITHIN FINANCIAL MEANS
- USE GOOD ESTIMATES
- BE REALISTIC ON TIMELINES
- DO NOT CHANGE SCOPE
- ANALYZE COSTS ROUTINELY
- INSURE FUNDING AVAILABILITY
- DRIVE THE FLOW OF ACTIVITIES
- QUALIFIED STAFF/CONSULTANTS
- UPDATE PROJECT STATUS
- MAINTAIN PRIORITY/FOCUS ON GOAL
GOOD WORK AND SOME PATIENCE WILL ALWAYS BRING GOOD RESULTS AND MAKE EVERYONE FEEL GREAT