

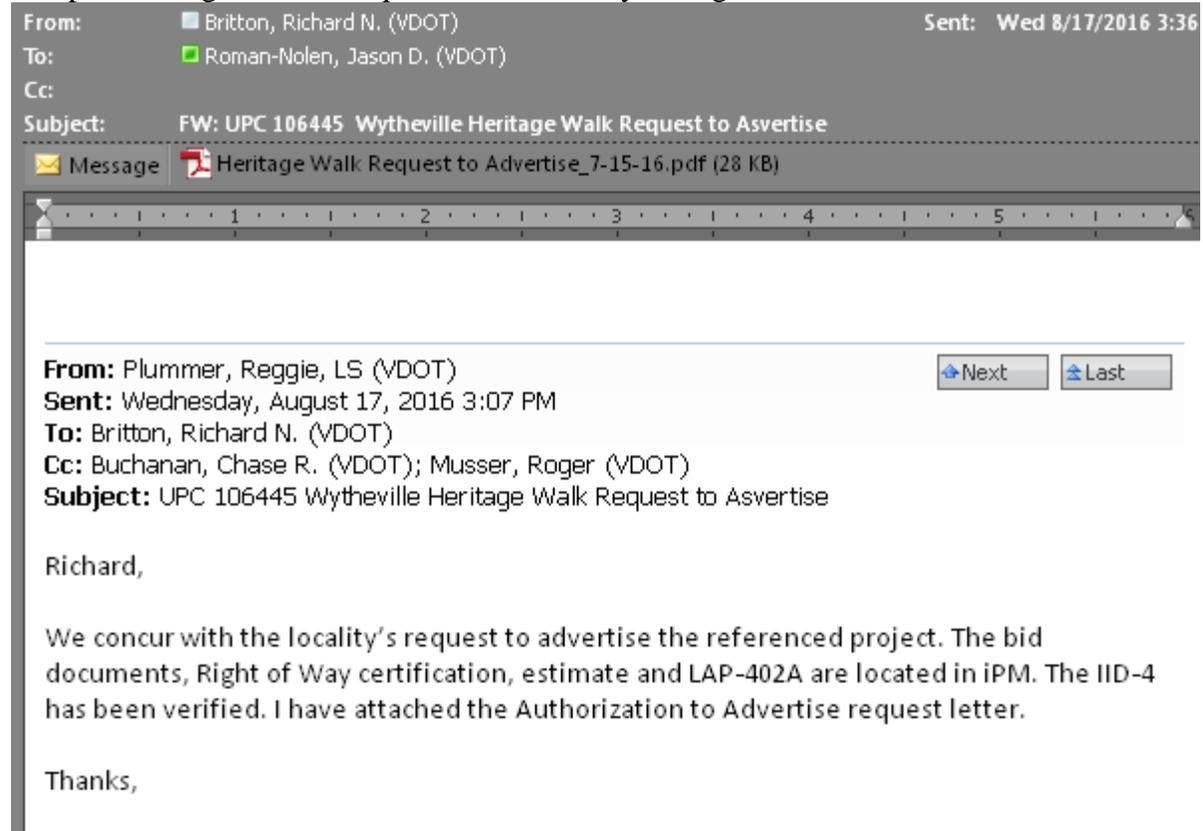
Construction Division

Instructions for:

Locally Assistance Program

Local assistance program manager instruction for request for Authorization to Advertisement

The process begins with a request from a locality through the District Local Assistance Office:



The screenshot shows an email client window. The header bar includes the following information:

- From:** Britton, Richard N. (VDOT) Sent: Wed 8/17/2016 3:36
- To:** Roman-Nolen, Jason D. (VDOT)
- Cc:**
- Subject:** FW: UPC 106445 Wytheville Heritage Walk Request to Asvertise

Below the header, there is a message bar with a yellow envelope icon and the text "Message" and a red PDF icon with the text "Heritage Walk Request to Advertise_7-15-16.pdf (28 KB)".

The main content area shows the email body with the following details:

- From:** Plummer, Reggie, LS (VDOT) [Next](#) [Last](#)
- Sent:** Wednesday, August 17, 2016 3:07 PM
- To:** Britton, Richard N. (VDOT)
- Cc:** Buchanan, Chase R. (VDOT); Musser, Roger (VDOT)
- Subject:** UPC 106445 Wytheville Heritage Walk Request to Asvertise

The body text reads:

Richard,

We concur with the locality's request to advertise the referenced project. The bid documents, Right of Way certification, estimate and LAP-402A are located in iPM. The IID-4 has been verified. I have attached the Authorization to Advertise request letter.

Thanks,

This should include the location on a proposal to review.

Print

- iPM sheets

Summary

UPC	106445	State Project #	EN07-139-243,C501
Project Purpose	Pedestrian access to Elizabeth Brown Park. PE on UPC 86998.	Sponsor	Oliver Delamordon
Project Coordinator	Chase Buchanan	Scope of Work	Facilities for Pedestrians and Bicycles
Description	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE		

Project Details

Traffic Count		Count Date	
Length	mi	Road System	Enhancement

Location

District	Bristol	County	WYTHE
Town/City	WYTHEVILLE	Residency	Wytheville
Route	EN07	Street Name	
From		To	

Programming

Federal Oversight	No	Construction Fund Source	STP
Fund Type	State	Sequential Number	243
VTA_PTF	No	VTA_GF	No
Order Number(s)		FHWA 534 Data Number	16028
Schedule Type	No Plan	Area Location	Rural
Functional Classification	RURAL LOCAL	Accomplishment	NON VDOT
Federal System	NON NHS	Project Status	NO DATES SET YET

Construction Project Events

Contract Letting		Awarded	
Construction Started		Construction Completed	
Estimated Construction Completion		Contract Execution	

Estimates & Expenditures

	PE	RIV	CN	Total
PCES Recommended Estimate (Pre-Scoping)			\$450,000	\$450,000
Expenditures (I)				
Live SYIP Estimate				\$450,000

• Pool

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 Project Detail
 Preferences User's Guide About

POOL IPM PCES SCHEDULE LIVE SYP DASHBOARD MAP

Project Search Revision Search Revision History Structure Search UPC: []

! POOL Revision In Approval

Summary

Description	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE	Workflow	Candidate
State Project #	EN07-139-243	UPC	106445
		SYP Status	N/A

Project Information

General Schedule / Estimates Misc Jobs Classification Federal Comments STIP

Print

Summary

Federal #	Obligation	AC	Expend	Total Cost	Balance
- No Fund Records -					

Federal Numbers

Job #	Federal #	Federal Funding Info	Federal Auth Date	Soft Match Used
C501	TAP-5139(118)	FHWA (TAP) FUNDS @ 80%		<input type="checkbox"/>
- No Fund Records -				

Home | Pool | PCES | IPM | Schedule | Funding | CERS | SYP | SSYP | Dashboard | PCFA
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http://coapp57/pool/ProjectView.aspx?upc=106445#

Project Detail - Wi... Local Assistance Pr... RE: UPC 106445 W... Proposals Local Assistance 1 Process and Com... Adobe Acrobat Pro 100% 12:18 PM

- Environmental Documents from CEDAR
 - EQ-103

Memorandum

ENVIRONMENTAL CERTIFICATION/COMMITMENTS CHECKLIST

1. SERP complete?
 Yes No Exempt Not Required
 Data Source: CEDAR
 Comments: The project is federally funded and SERP is not required for any project that has been reviewed under the NEPA Process.

2. NEPA complete?
 Yes No No Federal Action
 Data Source: CEDAR, Project qualifies for a PCE dated 12/14/11.

 Comments: A Document Re-evaluation at PSE stage has been done. The Re-evaluation verifies the PCE determination is valid.
 No changes are required to the NEPA documentation.

 If yes, provide document type: Programmatic Categorical Exclusion

3. Water quality permits required?
 Yes No N/A
 Data Source: CEDAR
 Comments: Per determination dated 7/27/16
 If yes, provide permit types:

 If yes, have all water quality permits been obtained?
 Yes No N/A
 Comments: None

4. Cultural resources clear for advertisement?
 Yes No N/A
 Data Source: CEDAR: The project will not impact any historical resources per determination dated 7/20/16.
 Comments: None

5. Hazardous materials clear for advertisement?
 Yes No N/A
 Data Source: CEDAR:
 Comments: No hazardous material anticipated within existing right of way per EQ 121 dated

6. Threatened and endangered species clear for advertisement?
 Yes No N/A
 Data Source: CEDAR:
 Comments: No impacts in accordance with determination dated 7/26/16.

- Re-evaluation (AKA EQ-200)

- Retrieve Right-of-way certification from folder: physical folder and from email

Summary of Common issues to review for:

Review Bid Proposal

Items to review:

Advertisement Package

- What is the Locality construction participating amount? (percentage or lump sum)
- Are current Wage Rates incorporated?
<http://www.virginiadot.org/business/const/wage-rates.asp>
- Current required provision [Local Administered Guidelines for Federal Funds](#)
- Current required forms according to the LAP Manual
<http://vdotforms.vdot.virginia.gov/>
- LAP 402A Certification of Documents
- Negotiation is not allowed on federally funded projects between the receipt of bids and the award. Ensure the document complies with the LAP Manual and the 23 CFR 635.113 (a).
http://www.ecfr.gov/cgi-bin/text-idx?SID=cb9e440f25c691baa6cf2bbb0739ab4c&node=se23.1.635_1113&rgn=div8
- Does the proposal states each bidder must be licensed in Virginia at the time bid is submitted?

Ensure the bidding document and process complies to the requirements of **23 CFR § 635.110 Licensing and qualification of contractors.**

(c) No contractor shall be required by law, regulation, or practice to obtain a license before submission of a bid or before the bid may be considered for award of a contract. This, however, is not intended to preclude requirements for the licensing of a contractor upon or subsequent to the award of the contract if such requirements are consistent with competitive bidding.

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=173eb01375cbc3240d245b81442ff7ed&rgn=div8&view=text&node=23:1.0.1.7.23.1.1.10&idno=23>

- Does Proposal contain Contract completion time?
- Does the proposal include a questionnaire about qualifications to be completed after the receipt of bids?

Questions of qualifications must be addressed prior to advertisement and not after bids are received. See the CFR referenced below. Basically, the contractor should know they are qualified to bid when bids are received.

§635.110 Licensing and qualification of contractors.

http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=f04be0574f98592bf55fac3085be1437&rgn=div5&view=text&node=23:1.0.1.7.23&idno=23#se23.1.635_1110

This form, Federal Criteria Sheet will be used as guide for the rest of the process.
FEDERAL CRITERIA SHEET

WORK TO BE ACCOMPLISHED BY:

COUNTY, CITY or TOWN (3)

STATE PROJECT#: EN-, 501 (2)

FEDERAL PROJECT #: TEA- () (1)

UPC: 00000 (4)

Signature

I certify for the subject project the following critical items have been checked and that we are advertising Federal Aid Projects in accordance with Federal Aid Requirements.

1. An approved environmental document and all identified environmental commitments have been included into the plans and proposals. **Yes, PCE - Date** (5)
2. All permits have been obtained. **None Required** (6)
3. All design is in accordance with appropriate design criteria. **Yes** (7)
4. All Right of Way is clear or will be clear prior to project execution, R/W **Certificate I** dated **January 7, 2015** (8)
5. All Utility and Railroad relocations and certification have been included appropriately, or satisfactory arrangements have been made. **None Required** (9)
6. The project meets the requirements of VDOT's Public Involvement Manual (approved by FHWA) in regards to the public hearing process. **Yes** (10)
7. All appropriate Federal Aid Project information, including Minimum Wage Rates and EEO provisions have been included. **Yes** (11)
8. Hazardous wastes have been identified when appropriate, and provisions are provided within the proposal for their safe disposal. **Yes** (12)

Because of this I will refer to the lines as those steps are done in **LINE #**. This will be out of numeric order but will be useful for them when filling out the form which is a bit more important. Every page that is referenced in filling this Federal Criteria Sheet will be printed for a static physical record.

It should be noted that this form only gets sent out once the comments from the review of the proposal has been returned with everything answered and ready to advertise.

Line #4

The screenshot shows an Outlook window with the following details:

- Subject:** FW: UPC 106445 Wytheville Heritage Walk Request to Advertise
- From:** Britton, Richard N. (VDOT)
- To:** Roman-Nolen, Jason D. (VDOT)
- Subject (inner):** FW: UPC 106445 Wytheville Heritage Walk Request to Advertise
- Attachment:** Heritage Walk Request to Advertise_7-15-16.pdf (28 KB)

The email body contains the following text:

Richard,

We concur with the locality's request to advertise the referenced project. The bid documents, Right of Way certification, estimate and LAP-402A are located in iPM. The IID-4 has been verified. I have attached the Authorization to Advertise request letter.

Thanks,

The sender is identified as Britton, Richard N. (VDOT).

First upon getting an email requesting advertisement for a job start by going to iPM.

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Project Search IPM Reports myIPM

District: [All Districts] Counties [All Counties] Res. Cities/Towns Road System: [All Road Systems] Projects: [Projects]

Route: [] State Proj. #: [] UPC: [106445] Search Reset

Project Search Results (7101 projects found)

State Project #	Description	Route	UPC	District	Ad Date	Proj. Manager	Order Number
0000-002-R78	SIDEWALK (NEW CONSTRUCTION) - VARIOUS LOCATIONS	0000	104159	Culpeper	7/1/2019	Robert Strevell	
0000-029-104	VDEM Grant - NCR Detour Map Project	0000	105497	NOVA		Michael Wood	
0000-029-250	Hamdon Monroe Park and Ride Bridge Joint Closures	9999	107667	NOVA	1/12/2016	Michael Gleasman	
0000-034-R02	Jubal Early Drive Extension - Frederick County	0000	108672	Staunton	3/7/2019	Steven Damron	
0000-034-R47	Renaissance Drive (New Connector Road)	0000	91847	Staunton	5/13/2012	Edwin Carter	
0000-088-593	VRE Commuter Rail Station in Spotsylvania	0000	93066	Fredericksburg	7/25/2014	Robert Ridgell	
0000-089-R30	Stafford Parkway - Engineering Study	0000	103083	Fredericksburg		Stephen Haynes	
0000-093-R01	Rural Addition - Lake Front Road - Warren County	0000	108674	Staunton	4/19/2018	Steven Damron	
0000-093-R02	Rural Addition - Copenhaver Street - Warren County	0000	107223	Staunton	1/11/2018	Steven Damron	
0000-093-R02	Rural Addition - Hatcher Drive - Warren County	0000	108670	Staunton	4/19/2018	Steven Damron	
0000-093-R03	Rural Addition - Western Lane - Warren County	0000	107222	Staunton	1/11/2018	Steven Damron	
0000-093-R03	Rural Addition - Tomahawk Way - Warren County	0000	108675	Staunton	4/19/2018	Steven Damron	
0000-093-R04	Rural Addition - Farm View Road - Warren County	0000	108676	Staunton	4/19/2018	Steven Damron	
0000-093-R06	PE Only - Crooked Run Blvd - Warren County	0000	107232	Staunton		Jennifer Housman	
0000-093-R47	Rural Addition Project (Youngs Drive)	0000	103009	Staunton	10/31/2013	Steven Damron	
0000-093-R48	Rural Addition Project (Mountain Lake Drive)	0000	103010	Staunton	11/1/2013	Steven Damron	
0000-096-R97	PAVE UNPAVED ROAD - COPLE DRIVE	0000	104164	Fredericksburg	7/9/2014	Robin Tatum	
0000-100-136	ALEXANDRIA BUS SHELTERS	0000	79791	NOVA	7/28/2014	Frederick Moormau	
0000-104-R73	BRIDGE REHABILITATION (MAINTENANCE) - VARIOUS LOCATIONS	0000	104765	Culpeper	7/24/2015	Robert Strevell	
0000-111-236	Virginia Central Railway Trail, Fredericksburg	0000	91174	Fredericksburg	9/24/2012	Robert Ridgell	

Type in UPC here to search for the project.



Integrated Project Manager

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[Project Search](#)

[iPM Reports](#)

[myiPM](#)

District:

Counties Res. Cities/Towns

Road System:

Projects:

Route

State Proj. #

UPC



Order No

Project Search Results (1 projects found)

State Project #	Description	Route	UPC	District	Ad Date	Proj. Manager	Order Number
EN07-139-243	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE	EN07	106445	Bristol	10/15/2016	Chase.Buchanan	

[Home](#) | [Pool](#) | [PCES](#) | [iPM](#) | [Schedule](#) | [Funding](#) | [CERS](#) | [SYP](#) | [SSYP](#) | [Dashboard](#) | [PCFA](#)

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Integrated Project Manager v2.3

Next click here for the project information.

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POOL **iPM** **PCES** **SCHEDULE** **LIVE SYP** **DASHBOARD** **MAP**

Project Search UPC:

Project Information **Project Documents** **Communication & Divisions** **Action Items**

↓ Expand All ↑ Collapse All

Revision Pending

Summary ↑

UPC	106445	State Project #	EN07-139-243,C501
Project Purpose	Pedestrian access to Elizabeth Brown Park. PE on UPC 86998.	Sponsor	Oliver Delamorton
Project Coordinator	Chase Buchanan	Scope of Work	Facilities for Pedestrians and Bicycles
Description	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE		

Project Details ↑

Traffic Count		Count Date	
Length	mi	Road System	Enhancement

Location ↑

District	Bristol	County	WYTHE
Town/City	WYTHEVILLE	Residency	Wytheville
Route	EN07	Street Name	
From		To	

Programming ↑

Federal Oversight	No	Construction Fund Source	STP
Fund Type	State	Sequential Number	243
VTA_PTF	No	VTA_GF	No
Order Number(s)		FHWA 534 Data Number	16028
Schedule Type	No Plan	Area Location	Rural
Functional Classification	RURAL LOCAL	Accomplishment	NON VDOT
Federal System	NON NHS	Project Status	NO DATES SET YET

Construction Project Events ↑

Contract Letting		Awarded	
Construction Started		Construction Completed	
Estimated Construction Completion		Contract Execution	

Estimates & Expenditures ↑

	PE	RW	CN	Total
PCES Recommended Estimate (Pre-Sooping)			\$450,000	\$450,000

Print this page for the file.

LINE #1

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VDOT
We Keep Virginia Moving

Project Pool
Project Detail
Preferences User's Guide About

Pool iPM PCES SCHEDULE LIVE SYP DASHBOARD MAP

Project Search Revision Search Revision History Structure Search UPC: []

POOL Revision In Approval

Summary

Description	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE	Workflow	Candidate
State Project #	EN07-139-243	UPC	106445
		SYP Status	N/A

Project Information

General Schedule / Estimates Misc Jobs Classification **Federal** Comments STIP

Print

Summary

Federal #	Obligation	AC	Expend	Total Cost	Balance
- No Fund Records -					

Federal Numbers

Job #	Federal #	Federal Funding Info	Federal Auth Date	Soft Match Used
C501	TAP-5139(118)	FHWA (TAP) FUNDS @ 80%		<input type="checkbox"/>

Home | Pool | PCES | iPM | Schedule | Funding | CERS | SYP | SSYP | Dashboard | PCFA
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First click Pool to get to the Federal tab.

Then click the Federal tab to get the Federal Number assign to the project.

That is located here, put this on the Federal Criteria Sheet.

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POOL IPM PCES SCHEDULE LIVE SYP DASHBOARD MAP

Project Search UPC:

Project Information **Project Documents** Communication & Divisions Action Items

Revision Pending

Summary

UPC: 106445 State Project #: EN07-139-243,C501
 Project Purpose: Pedestrian access to Elizabeth Brown Park. PE on UPC 86998. Sponsor: [Oliver Delamorton](#)
 Project Coordinator: [Chase Buchanan](#) Scope of Work: Facilities for Pedestrians and Bicycles
 Description: WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE

Document: All Phase: All

Project Certification

Search CEDAR Documents PM Forms

Name	Category	Phase	Description	Status
30870_Complete_Contract_Docs_2016_0715.pdf	Local Assistance	Construction Engineering	Project Manual 7-15-16	Completed
30870_Cost_Estimate_Phase_II_VDOT.pdf	Local Assistance	Construction Engineering	Cost Estimate 7-15-16	Completed
Heritage Walk Request to Advertise_7-15-16.pdf	Local Assistance	Construction Engineering	Letter Request to Advertise	Completed
Heritage Walk ROW Cert - Signed.pdf	Local Assistance	Construction Engineering	Letter Request for R/W Certification	Completed
FW Emailing EQ 103 UPC 106445 rlf EQ 200 PSE Re-evaluation 106445 pdf.msg	Local Assistance	Construction Engineering	Email for Environmental Documents	Completed
UPC 106445-signed.pdf	Local Assistance	Construction Engineering	Signed R/W Certification	Completed
Signed LAP-402A 8-17-16.pdf	Local Assistance	Construction Engineering	LAP-402A Signed 8-17-16	Completed

Images & Videos

Images		Videos	
Name	Description	Name	Description
No images		No videos	

Open and print selected files. (Make sure to print the first page of the proposal.)

LINE #2 & #3

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POOL iPM PCES SCHEDULE LIVE STP DASHBOARD MAP

Project Search UPC: []

Project Information Project Documents Communication & Divisions Action Items

Revision Pending

Summary

UPC	106445	State Project #	EN07-139-243,C501
Project Purpose	Pedestrian access to Elizabeth Brown Park, PE on UPC 86998.		Sponsor Oliver Delamorton
Project Coordinator	Chase Buchanan		Scope of Work Facilities for Pedestrians and Bicycles
Description	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE		

Project Details

Traffic Count		Count Date	
Length	mi	Road System	Enhancement

Location

District	Bristol	County	WYTHE
Town/City	WYTHEVILLE	Residency	Wynelville
Route	EN07	Street Name	
From		To	

Programming

Federal Oversight	No	Construction Fund Source	STP
Fund Type	State	Sequential Number	243
VTA_PTF	No	VTA_GF	No
Order Number(s)		FHWA 534 Data Number	16028
Schedule Type	No Plan	Area Location	Rural
Functional Classification	RURAL LOCAL	Accomplishment	NON VDOT
Federal System	NON NHS	Project Status	NO DATES SET YET

Construction Project Events

Contract Letting		Awarded	
Construction Started		Construction Completed	
Estimated Construction Completion		Contract Execution	

Estimates & Expenditures

	PE	RW	CN	Total
PCES Recommended Estimate (Pre-Scoping)			\$450,000	\$450,000
Expenditures ()				

Next Click iPM for the Project Number and Description.

Project Number

Description

County, City or Town

Virginia Department of Transportation
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POOL IPM PCES SCHEDULE LIVE SYP DASHBOARD MAP

Project Search UPC:

Project Information **Project Documents** Communication & Divisions Action Items

Revision Pending

Summary

UPC: 106445 State Project #: EN07-139-243,C501
 Project Purpose: Pedestrian access to Elizabeth Brown Park. PE on UPC 86998. Sponsor: [Oliver Delamorton](#)
 Project Coordinator: [Chase Buchanan](#) Scope of Work: Facilities for Pedestrians and Bicycles
 Description: WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE

Document: All Phase: All

Project Certification

Search CEDAR Documents PM Forms

Name	Category	Phase	Description	Status
30870_Complete_Contract_Docs_2016_0715.pdf	Local Assistance	Construction Engineering	Project Manual 7-15-16	Completed
30870_Cost_Estimate_Phase_II_VDOT.pdf	Local Assistance	Construction Engineering	Cost Estimate 7-15-16	Completed
Heritage Walk Request to Advertise_7-15-16.pdf	Local Assistance	Construction Engineering	Letter Request to Advertise	Completed
Heritage Walk ROW Cert - Signed.pdf	Local Assistance	Construction Engineering	Letter Request for R/W Certification	Completed
FW Emailing EQ 103 UPC 106445 rtf EQ 200 PSE Re-evaluation 106445 pdf.msg	Local Assistance	Construction Engineering	Email for Environmental Documents	Completed
UPC 106445-signed.pdf	Local Assistance	Construction Engineering	Signed R/W Certification	Completed
Signed LAP-402A 8-17-16.pdf	Local Assistance	Construction Engineering	LAP-402A Signed 8-17-16	Completed

Images & Videos

Images: No images
 Videos: No videos

Next click here.

Summary IPM Activities Tasks Forms **Documents** Commitments Journal Assets

Documents

File Name	Date
Cultural Resources	
CR Effect Dtm Reports	
Documents	
EQ_103_UPC_106445.rtf	08/04/2016
EQ_200_PSE_Re-evaluation_106445.pdf	08/04/2016
~fhwa_4f_exemption_UPC_86998_and_106445.docx	07/27/2016
General	
EQ429 Reports	
Natural Resources	
106445_IPaC.pdf	07/26/2016
Water Quality Permits	
FW_Self-Certification_Letter_Wythville_Heritage_Walk_Phase_II_UPC_106445.pdf	07/27/2016

Open and print both of these.

LINE #6 & #12 (Source EQ-103)

EQ-103
Page 11
Revised 11/13/2015

Memorandum

To: Donis Bush
Project Name: WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE, PH II
Project Number: ENQ7-139-243
UPC 106445
Date of Review: August 2, 2016
Reviewer: Elaine Surber

ENVIRONMENTAL CERTIFICATION/COMMITMENTS CHECKLIST

1. SERP complete?
 Yes No Exempt Not Required
Data Source: CEDAR
Comments: The project is federally funded and SERP is not required for any project that has been reviewed under the NEPA Process.

2. NEPA complete?
 Yes No No Federal Action
Data Source: CEDAR, Project qualifies for a FCE dated 12/14/11.

Comments: A Document Re-evaluation at PSE stage has been done. The Re-evaluation verifies the FCE determination is valid.
No changes are required to the NEPA documentation.

If yes, provide document type: Programmatic Categorical Exclusion

3. Water quality permits required?
 Yes No N/A
Data Source: CEDAR
Comments: Per determination dated 7/27/16
If yes, provide permit types:

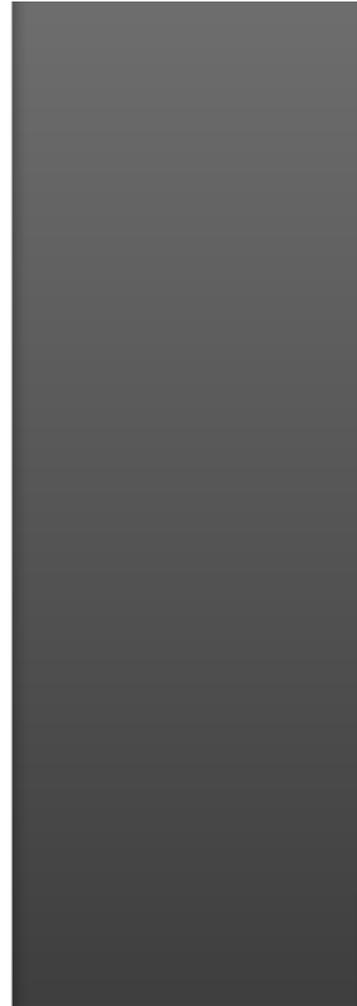
If yes, have all water quality permits been obtained?
 Yes No N/A

6

4. Cultural resources clear for advertisement?
 Yes No N/A
Data Source: CEDAR: The project will not impact any historical resources per determination dated 7/20/16.
Comments: None

5. Hazardous materials clear for advertisement?
 Yes No N/A
Data Source: CEDAR:
Comments: No hazardous material anticipated within existing right of way per EQ 121 dated

6. Threatened and endangered species clear for advertisement?
 Yes No N/A



LINE #7 & #10 (LAP 402A)

(LAP 402A) CERTIFICATION OF DOCUMENTS
(To be completed by LPA Project Manager)

STATE PROJECT#: EN 07 - 139 - 102
FEDERAL PROJECT #: _____
UPC: 106445

- NEPA Document
- Permits (if applicable) N/A
- Waivers & Design Exceptions (includes criteria)
- Right of Way Certification (includes Railroad & Utilities certifications)
- Agreements (includes Railroad, Utilities and Right of Way)
- Public Hearing/Willingness/Waiver requirements per LAP Manual Ch 12.4 have been met
- Design is in accordance with appropriate Design Criteria or Waiver
- Sequence of Construction/Transportation Management Plan (TMP) (required for roadway projects) N/A
- Plans / No-Plan Assembly
- Proposal
 - Required Forms
 - Required Federal Provisions & Current Wage Rates
 - Environmental Permits (if applicable) N/A
 - Project Specific Provisions
- Current Engineer's Estimate including Construction Engineering & Inspection (CEI), Contingency, Local Forces, Contract Requirements, & Railroad Cost for Budget
- Environmental Certification EQ-103 (provided by VDOT)
- PS&E Re-evaluation (provided by VDOT)
- R/W Certificate No. _____ Date 8-5-2016 (provided by VDOT)

I certify for the subject project the required items listed above and necessary for federal authorization to advertise have been completed, checked and the Proposal & Plans have been prepared in accordance with the standards and requirements included in the Locally Administered Projects Manual and are attached.

 Stephen A. Moore 7-15-16
Locality Project Manager Printed Name Date

VDOT DISTRICT CERTIFICATION

I certify for the subject project the required items listed above and necessary for federal authorization to advertise have been completed, reviewed by District staff, entered into IPM where applicable, and the Proposal & Plans have been prepared in accordance with the standards and requirements included in the Locally Administered Projects Manual and are attached.

 8/17/16
VDOT District Administrator or Designee Date

LINE #5 (EQ-200 - Reevaluation for PSE Authorization)



Project Information			
Project Number:	EN07-139-243, C501	UPC:	106445
Project Name:	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE, PH II		
Route Number:			
Project Limit - From:		To:	
District	City/County	Residency	
Bristol	Wytheville	Wytheville	
IPM Project Description:	WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE		
Additional Project Description:	Streetscaping original clearance under UPC 86998 . Env. updates required under 106445		
Reevaluation Type / Reviewers			
NEPA Document Approval Date:	08/02/2016	FHWA Contact:	Jones, Kevin
NEPA Document Type:	PCE		
Project Manager:	Chase Buchanan	Environmental POC:	Surber, Lois E.
Reevaluation Questions			
1.) Is the current project design, right of way limits and/or scope within the study area evaluated in the most recently approved environmental document? Y			
Comments:			
2.) Has the project design complied with all environmental commitments or conditions identified during project development? Y			
Comments:			
3.) Project limits in environmental document:			
From:	Phase II Main Street	To:	Elizabeth Browning Park
Project limits proposed on current plan:			
From:		To:	

Note: If this date is blank, the second (form date) one can be used.



LINE #8 & #9 (Certification Letter)



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Charles A. Kilpatrick, P.E.
Commissioner

August 18, 2016

8

Wytheville Heritage Walk
Project: (NFO) EN07-139-243, C501
Federal Project: TAP-5139 (118)
From: Main Street
To: West Washington Street
Wythe County; UPC/ID 106445

MEMORANDUM:

TO: Mr. K. A. Bates, P.E.

ATTENTION: Mr. D. E. Silies

8

RE: Certification No. II for Advertisement & Construction

This will certify that all rights of way required for this project have been acquired or legal right of entry onto each parcel has been obtained for the advertisement and construction of this project.

No persons, businesses, or nonprofit organizations were displaced by the right of way acquisition for this project; therefore, relocation assistance was not required. There are no railroads or buildings affected by the proposed construction.

9

In addition, to the best of our knowledge, the right of way for this project is free of contaminants.

Utility work that is to be performed during construction will be covered by a special provision or utility plan inclusion in the contract assembly.

9

Right of way has been acquired in accordance with current FHWA directives covering the acquisition of real property. It is satisfactory to advertise this project for construction bids and for construction to proceed with respect to right of way and utilities.

Lori A. Snider knj

L. A. Snider
State Right of Way and Utilities Director

LINE #11 (From within the proposal)

11

General Decision Number: VA160128 01/08/2016 VA128

Superseded General Decision Number: VA20150128

State: Virginia

Construction Type: Highway

Counties: Alleghany, Appomattox, Augusta, Bath, Bland, Buchanan, Buckingham, Buena Vista*, Carroll, Charlotte, Clifton Forge*, Covington*, Craig, Cumberland, Dickenson, Floyd, Franklin, Frederick, Galax*, Giles, Grayson, Halifax, Harrisonburg*, Henry, Highland, Lee, Lexington*, Martinsville*, Montgomery, Nelson, Norton*, Page, Patrick, Prince Edward, Pulaski, Radford*, Rockbridge, Rockingham, Russell, Salem*, Shenandoah, Smyth, South Boston*, Staunton*, Tazewell, Waynesboro*, Winchester*, Wise and Wythe Counties in Virginia.

*INDEPENDENT CITIES

HIGHWAY CONSTRUCTION PROJECTS (excluding tunnels, building structures in rest area projects & railroad construction; bascule, suspension & spandrel arch bridges designed for commercial navigation, bridges involving marine construction; and other major bridges).

Must be the up to date Wage Rates for the appropriate county, city or town.

NOTE: If off national highway system, you don't need DB Wages.

Pull CO Right of Way Certificate

Enter project data on the Local Admin. Project Log.

[\\wcs00725\fs_cogroups\\$\COCONST\Users\Clerical\FedSubmission2\1 Local Admin. Projects Log](\\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\1 Local Admin. Projects Log)

Build document in **(1) Work Sheet** Folder

[\\wcs00725\fs_cogroups\\$\COCONST\Users\Clerical\FedSubmission2\aabLocalGovProjects\1\) Work Sheets](\\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\aabLocalGovProjects\1) Work Sheets)

Folder will be named as example: EN02-057-125,C501 UPC - 63560 Mathews CH streetscape

This is EN## for the type of work, Project#, UPC#, Description

- Add UPC named folder to site:

<https://insidedot.cov.virginia.gov/div/sc/Const/LA/Locally%20Administered%20Projects/Forms/AllItems.aspx>

This will be in the appropriate type folder.

- ❖ Enhancements
- ❖ Local Projects

- Add Link to template email.

Request authorization to advertise to Federal Program Management Division and copy District Project Coordinator. (Copy all that was copied in the District Email.) **NOTE this is done only after proposal comments have been completely addressed.**

Place files folder in corresponding file:

- ❖ Federal Criteria Sheet
- ❖ Preliminary Cost Summary
- ❖ Award Excel Sheet (Fund Verify & Award Cost Smry-Fund Dist.)
- ❖ Authorization Request Email

Local projects:

[\\wcs00725\fs_cogroups\\$\COCONST\Users\Clerical\FedSubmission2\aabLocalGovProjects](\\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\aabLocalGovProjects)

Enhancements:

[\\wcs00725\fs_cogroups\\$\COCONST\Users\Clerical\FedSubmission2\abENProjects](\\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\abENProjects)

Print the Federal Authorization from the Federal System. Place the printed authorization in file. The authorization date also is found on the Federal tab under POOL.

FHWA Information Systems - UPACS Login

<https://fhwaapps.fhwa.dot.gov/upacsp/tm?transName=MenuSystem&action=buildHTML>