

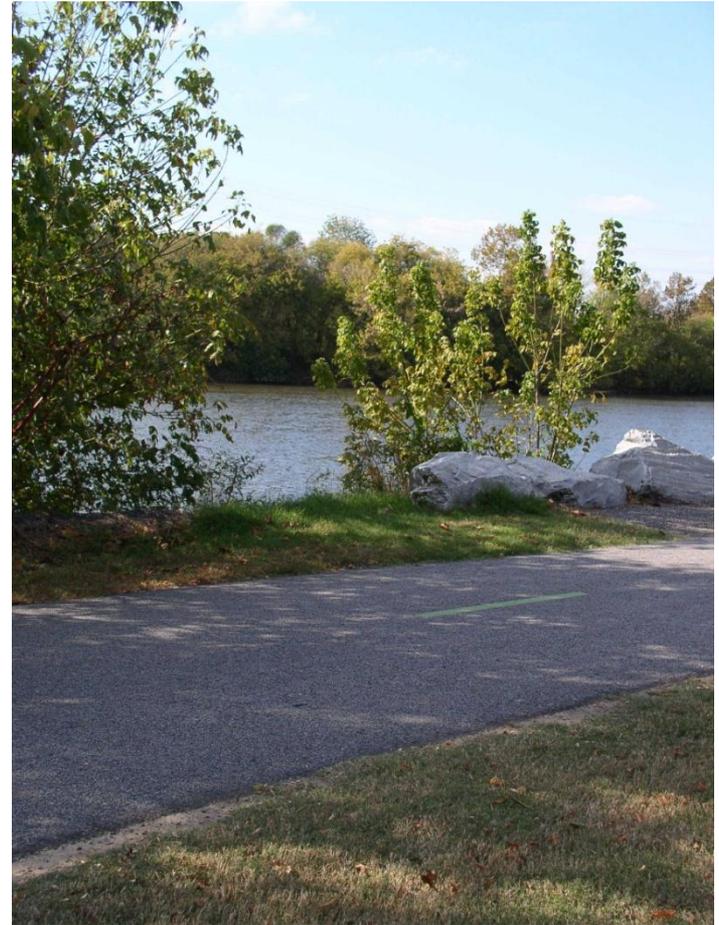


## **Transportation Enhancement Program Sponsor Workshop**

# Workshop Format

- **Opening Session – overview of project development phases**
- **Break**
- **Breakout Session #1**
- **Break**
- **Breakout Session #2**
- **Adjourn**  
**Enhancement Program Staff will be available in this room to answer any remaining questions you may have.**

## Diverse Projects ...



## Locally Administered Projects

**These are locally administered projects. As Project Sponsor you are responsible for all phases of project development. You are also responsible for complying with all applicable state and federal laws and regulations.**

**We rely on the Project Sponsors to keep us updated on a project's progress throughout project development. With this in mind, the "Project Status Report" has been revised and quarterly submissions are mandatory.**

**As projects progress, you as Project Sponsors need to continually monitor the project scope and eligibility. You are also responsible for managing the budget and keeping design elements within the available funding.**

# Not all project elements may be eligible for reimbursement

## Hardesty-Higgins House – Transportation Museum – Harrisonburg



## Watch out for “scope creep” and eligibility Sidewalk Connections, City of Manassas



# Project Development Phases

## Administration Agreement and Appendix A

### Preliminary Engineering

- Consultant Procurement
- Environmental Coordination
- Design

### Right of Way

- Property Acquisition
- Utility Relocation
- Right of Way Certification

### Construction

- Advertisement
- Bidding and Award
- DBE Participation

# Progressing through Project Development

- **Do not proceed without the required federal authorizations!! This includes hiring consultants, purchasing property, moving utilities, advertising for bids or purchasing materials.**
- **All professional service contracts must be procured in accordance with the Virginia Public Procurement Act and the Brooks Act (qualifications based; not price)**
- **Plans should be reviewed twice – once at 50% and again at 90%**
- **All projects require an environmental document**
- **All projects require a right of way certification**
- **Discuss thoughts of using local forces, sole source and/or small purchase procedures with the District Enhancement Coordinator as early in the development process as possible**

## Plans must meet ADA and AASHTO design standards Radford Pathways and City of Manassas



**Structural plans require approval by local building official  
Rice's Hotel and Hughlett's Tavern, Northumberland County**



# Work within VDOT right of way will require a land-use permit Town of Kilmarnock



# Don't forget the amenities...



# Resources During Project Development

- **Enhancement Program Procedure Manual**
- **Locally Administered Projects (LAP) Manual**
- **District Enhancement Coordinator**
- **Various VDOT Division Websites**

# Reimbursement

- **This is a reimbursement program – 80% federal / 20% local match**
- **Non-profit organizations must work through local sponsor**
- **Submit all reimbursement requests to the District Enhancement Coordinator**
- **VDOT Charges may be deducted**
- **Submit reimbursements on a continuing basis; at least every 90 days to maintain an “active” status**

## Reminders:

- **Website – [www.virginiadot.org/enhance](http://www.virginiadot.org/enhance)**
- **Workshop Evaluation Forms**
- **Application Deadline – post-marked NLT November 1**

# Session Topics

**Project Financing** – this session will focus on the Enhancement program reimbursement process and project match requirements

**Environmental and Cultural Resources** – recommended for all projects early in project development; especially important for projects involving historic structures or work in historic districts

**Design** – this session will focus on pedestrian and trail facilities, ADA requirements, and landscaping; especially important for streetscape improvement projects, trails and sidewalks

**Construction – Aspects of a Good Contract** – recommended for all projects in the later design phases

**DBE Program – Goal Setting and GFE** – recommended for all projects later in project development and nearing advertisement for construction bids

**Panel Discussion** – a panel made up of project sponsors, non-profit organizations, and consultants will lead a discussion on their experience in managing a federally-funded project

# Breakout Sessions



## Virginia Capital Trail Richmond to Williamsburg