

Network for Success

Local Programs Workshop



Locally Administered Projects Overview

Track: Project Development and Financials

Panel Discussion:

Lamont Benjamin, PE – City of Richmond

Richard “Dic” Burke – VDOT Northern Virginia District

Patrick Moore, PE – City of Manassas

Michelle Shropshire, PE – VDOT Fredericksburg District

October 25, 2012

Session Agenda

- Introduction
- Session Format
- Questions with Interactive Panel Discussion
- Final Questions and Wrap-up

Objective

Recognize and interactively discuss the expectations, roles, and responsibilities of local project administration as related to project development. Provide LPA and VDOT perspectives on the various aspects that are beneficial for project successes.

Locally Administered Projects Overview

Panel Members:

**Lamont Benjamin, PE – Capital Projects Administer, City of Richmond,
Department of Public Works**

**Richard “Dic” Burke – Programming and Investment Director, VDOT,
Northern Virginia District**

**Patrick Moore, PE – Assistant Director of Public Works, City of Manassas,
Department of Public Works**

**Michelle Shropshire, PE – Assistant District Administrator for Preliminary
Engineering, VDOT, Fredericksburg District**

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[An Introduction to Locally Administered Projects](#)

Question #1:

Which is a preferred tool for VDOT Project Coordinators to determine the proper level of project oversight on a Federally funded project?

- A. The Project Risk Assessment**
- B. The Locality's dashboard performance results**
- C. The Locality's RtA self-evaluation**
- D. All of the above**

Ref: [LAP Manual 9.4.2](#)

Question #2:

What steps must a locality take before beginning work on a locally administered transportation project?

- A. Meet with the VDOT Project Coordinator/Sponsor to discuss schedule, budget, fund sources, scope**
- B. Execute an Agreement**
- C. Obtain Council/BOS approval**
- D. Submit an RTA**
- E. All of the above**

Ref: [LAP Manual Chapter 9](#)

Question #3:

To prevent a violation of the Uniform Act and potential conflicts of interest:

- A. Appraisals must be performed by a licensed appraiser**
- B. Negotiations must be performed by someone other than the appraiser**
- C. The appraisal reviewer must be licensed and hired by the LPA**
- D. All of the above**

Ref: [LAP Manual 16.3](#)

Question #4:

If FHWA determines that Right of Way work is not in compliance with the Uniform Act, the FHWA may:

- A. Cite the State for proceeding in a manner contrary to the Uniform Act**
- B. Cite the Locality for proceeding in a manner contrary to the Uniform Act**
- C. Remove their funding contributions to the project**
- D. All of the above**

Ref: [LAP Manual Chapter 16](#)

Question #5:

It normally takes _____ days to obtain federal advertisement authorization after the submittal of a complete PS&E package.

- A. 10
- B. 30
- C. 45
- D. 90

Ref: [LAP Manual Chapter 12.6.7](#)

Question #6:

When a locality completes the construction of a locally administered project what steps are involved with closing out the project. *(Identify all that apply)*

- A. Locality - Let the VDOT PC know when substantially complete and opened to traffic**
- B. Locality – Provide the VDOT PC with new traffic counts**
- C. VDOT – Transfer excess funds to active projects**
- D. VDOT – Ensure Dashboard is Green**

Question #7:

The LPA project manager is responsible for:

- A. Developing a realistic and deliverable Preliminary Engineering delivery date**
- B. Developing a realistic and deliverable Right of Way initiation date**
- C. Developing a realistic and deliverable Construction start date**
- D. All of the above**

Ref: [LAP Manual 12.3.3](#)

Question #8:

When developing the initial schedule, name some of the important items (not tasks) to be considered?

- A. Input/information from project team**
- B. Risks associated with each task/function area + unknowns**
- C. Resource availability**
- D. All of the above**

Ref: [LAP Manual 12.3.3](#)

Question #9:

Which of the following are acceptable types of Public Involvement?

- A. Willingness to hold a public hearing**
- B. Individual (one-on-one)**
- C. Open forum public hearing**
- D. No public involvement for BCE, PCE or CE projects meeting certain criteria**
- E. A, B and C**
- F. All of the above**

Question #10:

The LPA must receive concurrence from VDOT for any change order which:

- A. Results in the need for additional federal or state aid**
- B. Requires a design exception or waiver**
- C. Is federal-aid and may result in work outside the project limits as identified by the NEPA document**
- D. When a previously approved pay-item is being removed or replaced**
- E. All of the above**

Question #11:

When do you know if there is a potential debt or surplus on the project?

- A. Public Hearing**
- B. Advertisement**
- C. Project Award**
- D. Final Reimbursement**
- E. B and C**
- F. C and D**
- G. All of the above**

Question #12:

VDOT's strategy to expend FHWA funds is dependent on many parameters including:

- A. The locality's ability to meet realistically scheduled phase dates**
- B. VDOT's ability to obtain state funding**
- C. VDOT's ability to transfer funds from one project to another**
- D. The locality's ability to obtain MPO funding**
- E. A and C**
- F. B and C**

Question #13:

What needs to happen before the LPA may acquire any land or relocate utilities?

- A. Plans should be substantially complete and show impacted property owners**
- B. Public involvement complete and issues addressed**
- C. Concurrence from the LPA Board/Council**
- D. Funding available and authorized by VDOT and FHWA**
- E. Appraisals complete and reviewed**
- F. All of the above**

Question #14:

Which of the following are items that the bid proposal and contract must include?

- A. General Contract Provisions**
- B. Certification of Right of Way**
- C. Permits and Permit Requirements**
- D. A and C**
- E. All of the above**

Ref: [LAP Manual 12.6.4](#)

Question #15:

When submitting invoices, the LPA should include:

- A. Applicable DBE documentation**
- B. Contractor invoices to the LPA**
- C. Breakdown of current charges for material on-hand**
- D. A and C**
- E. B and C**
- F. All of the above**

Ref: [LAP Manual 19.3](#)

Question #16:

For plan submittals, VDOT's review will focus on which of the following:

- A. Completeness/Comprehensiveness**
- B. Constructability**
- C. Quality control**
- D. A and B**
- E. A and C**

Ref: [LAP Manual 12.5.1](#)

Question #17:

All locally administered projects must be designed in accordance with VDOT standards.

- A. True**
- B. False**

Ref: [LAP Manual 12.2.3](#)

Questions?