

Network for Success

Local Programs Workshop



Enhancement Program Project Delivery Breakout Session #4C Track: Funding Programs

Pam Liston

TE Program Manager, VDOT Local
Assistance Division

October 25, 2012

Transportation Enhancement Program

New MAP-21 legislation changes the future of the Enhancement program, but all current EN projects funded with “old” Enhancement funding will follow “old” funding / program rules

- **Federal Reimbursement Program**
- **80% Federal / 20% Local Match**
- **12 Eligible Activities and a relationship to surface transportation**
- **VDOT Oversight**
- **Local Sponsor Role**

Federal Authorizations

Federal authorizations are required at each phase of project development prior to costs for that phase being incurred:

- **Preliminary Engineering (PE)**
- **Right of Way (RW) including land acquisition and utility relocations**
- **Construction (CN) including the purchase of materials – each new advertisement and / or vendor will require a separate federal authorization**

Local Match

- **Cash Match**
- **In-Kind Match**
 - **Land Value** – the only in-kind option that can exist prior to the “project” and only the amount of land required for the project is eligible (footprint).
Note: The property donation cannot influence the final project location.
 - **Donated Professional Services** – only costs incurred after federal obligation are eligible
 - **Volunteer labor** – only costs incurred after federal obligation are eligible
 - **Construction including donated materials** – only costs incurred after federal obligation **AND** after approval of the environmental document are eligible
- **Documentation**
 - Invoices / receipts
 - Timesheets / logs / documented volunteer rates
 - Sale documentation / assessment / appraisal

Reimbursements

- **Documentation**
 - **Invoices / receipts**
 - **Cancelled check or other evidence of payment**
 - **Approved federal authorization (may require multiple authorizations for CN)**
 - **Additional supportive documentation may be required for your files**
- **Review Process**
 - **District Coordinator reviews for required supportive documents**
 - **Central Office reviews for completeness, eligibility and match**
 - **30 day turnaround from receipt of complete and accurate request**
- **VDOT Charges**
 - **Review charges including environmental, plans, and appraisals**
 - **Oversight including construction and Civil Rights reviews**
 - **80% deducted from the federal allocation (grant)**
 - **20% deducted from the reimbursement amount**

Not A Traditional Roadway Project

- **Consultant Selection**
 - **select the right team for the job**
 - **non-professional vs. professional services**
- **Environmental**
 - **historic structures**
 - **historic districts**
- **Design**
 - **no VDOT signature on plan sheets**
 - **bid alternates**
- **Construction**
 - **eligibility of added work**
 - **DHR commitments**
 - **multiple authorizations may be required**

MAP-21 Transportation Alternatives

Moving Ahead for Progress in the 21st Century (MAP-21) was signed into law on July 6, 2012 – with this legislation Transportation Enhancements was replaced by Transportation Alternatives

Consolidated some former TE eligibilities and former SRTS eligibilities

Some TE activities have been removed:

Transportation Museums

Bicycle and Pedestrian Safety Programs

Acquisition of Scenic and Historic Properties

Some TE activities have been modified and/or reduced:

Historic Preservation now limited to transportation facilities and structures

Landscaping now limited to safety and erosion control

Visitor and Welcome Centers limited to pull-offs and overlooks

Transportation Enhancement Projects and MAP-21

Existing EN projects that are no longer eligible under MAP 21 activities – for example a transportation museum or an historic mill – cannot apply for new MAP-21 funds, they would only be eligible for “old” money (de-allocated funds)

Existing EN projects that are still eligible under MAP 21 activities – for example a trail or an historic depot – can apply for MAP-21 funding and as far as we can tell, all project development requirements remain the same under MAP-21

Anticipated application deadline is February 1, 2013

No new project applications will be accepted – existing projects only – therefore no applicant workshops anticipated

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Anthony Ford, P.E.

Program Manager, VDOT – Salem District

October 25, 2012

Cradle to Grave Enhancement Projects – Salem District style!

- **9 VDOT Districts...9 ways to bring project to fruition**
- **All have same Federal standards, criteria, documents, provisions, authorizations that must be met**
- **Districts set up uniquely based on staff and their expertise & experience**
- **This is what we do in the Salem District to navigate the “federal” waters to assist localities in developing & completing their projects....**

Kickoff/Scoping Meetings

- **Kickoff Meetings**
 - **New project or next phase**
 - federal requirements, expectations, funding available, what went wrong/right previously
- **Scoping Meetings**
 - **Attendees?**
 - VDOT Project Coordinator for Locally Administered Projects
 - VDOT Environmental staff
 - Locality Project Manager
 - Locality's Consultant (if procured)
 - **What's covered?**
 - Plan of development
 - Design standards/issues
 - Milestones
 - Anticipated Advertisement date
 - Environmental concerns/requirements

RFP & Consultant Procurement

- **Locality prepares draft RFP and submits to VDOT**
 - **VDOT reviews**
 - Scope of services
 - What's needed?
 - Does it match project application?
 - Civil Rights review (appropriate federal provisions & DBE language)
 - LAP matrix (App 17-A, LAP Manual)
 - **VDOT sends review comments to locality and they advertise for min 2 weeks (4 weeks recommended)**
 - **Locality reviews proposals, short list, hold interviews**
 - **Locality procures based on Brooks Act (qualifications, not price)**
 - **Pre-award audit? (dependent on size of contract & location of work)**

Environmental Submittals

...every project, regardless of size/scope,
involves enviro work...

- **EQ-429 incl. topo map**
 - Project Definition form
 - Introduces project to us; initiates VDOT staff involvement
- **EQ-121**
 - Hazardous Materials Due Diligence
 - Tells us property/ROW is clean
- **EQ-555**
 - Natural Resources Due Diligence Check List
 - Water quality permits and threatened/endangered species
- **Coordination with “outside” agencies**
 - DHR, DGIF, DCR, USFWS, DEQ, VMRC, USACOE
- **Draft PCE**
 - Draft Environmental Document
- **All submittals go through Project Coordinator for LAPs**

Plan Reviews (50% & 90%)

- **Subsequent to locality approval plans (& bid doc @ 90%) submitted to VDOT PC for LAPs**
- **Hard copies & digital copies**
- **VDOT PC coordinates with:**
 - **Residency Administrator**
 - **Land Use staff**
 - **Drainage, Traffic Engineering, Materials, Structure & Bridge, Utilities, Construction, ROW, Location & Design (@ 90%)**
- **VDOT PC is looking for:**
 - **Project termini & comparison to scope (@ 50%)**
 - **AASHTO/ADA compliance**
 - **Overall design/Constructability (not QA/AC)**
- **Plan review comments returned to locality**
- **Bid doc DBE goal setting usually occurs at 90% review**

ROW Certification

- **Letter from locality stating ROW is “good to go”**
- **Copies of recorded easements, agreements, ROW acquisitions**
- **District ROW division reviews**
- **Forwards to Central Office ROW**
- **ROW Certification granted, emailed to District Coordinator**
- **Typical turnaround time is 1-2 weeks**
- **Locality will get .pdf of ROW Certification**

Request Authorization to Advertise

- **We utilize internal checklist to make sure we have everything before sending our request to Scheduling & Contract Division**
 - **Final Plans (signed/sealed, signed by locality)**
 - **Bid Document**
 - **Cost Estimate**
 - **ROW Certification**
 - **Environmental Document**
 - **Locality Certification – LAP 402A (App 12.6B, LAP Manual)**
- **Compile digital documents and send email to S&C**
 - **Funding verification**
 - **Federal CN authorization**
- **Notice to locality – green light to advertise for CN**
 - **Typical 2-4 weeks from time District submits request for Adv authorization until green light**

Advertise for Construction

- **Locality publicly advertises for minimum 3 weeks prior to bid opening**
- **Highly recommend mandatory pre-bid meeting**
 - **Civil Rights attends and explains DBE requirements**
- **Prior to bid opening is good time to update CN cost estimate if needed**
- **Locality receives & publicly reads bids on specified date**
- **Locality reviews bids for accuracy & completeness**
- **Contractor selected based on lowest, responsive, and responsible bid**
- **Outside of pre-bid meeting VDOT involvement is limited during this phase**

Request Contract Award Approval

- **Locality requests contract award approval via letter**
 - **Includes bid tabs, Civil Rights info**
- **Project Coordinator for LAPs reviews and then sends to Civil Rights Mgr**
 - **Important to submit Civil Rights documents to VDOT ASAP**
- **Civil Rights Mgr concurs & sends request to Scheduling & Contract Division**
- **Funding verification again**
- **Federal approval to award**
- **Notice to locality – green light to award CN contract**

Notice to Proceed/Pre-Con Meeting

- **Locality schedules pre-construction meeting and includes Project Coordinator for LAPs, Civil Rights Mgr, Materials & CN Division staff**
- **Review Civil Rights reporting requirements & responsibilities**
- **Review inspections, QA/QC requirements, source of materials**
- **Change order requirements**
- **Reimbursement request process**

Construction Oversight

- **VDOT provides:**
 - **Periodic site visits**
 - **Change order review**
 - **DBE interviews**
 - **Technical assistance**
 - **Make sure federal requirements are being met**
- **Locality (its consultant) provides:**
 - **Regular inspections with reports, logs, etc.**
 - **QA/QC**
 - **Payroll interviews**
 - **Direct interaction with contractor and his subs**
 - **Tracking expenditures/accounting**

Project Closeout

- **Locality request final inspection**
- **VDOT form LAP-C5 submitted**
- **VDOT verifies all Civil Rights requirements met**
- **Locality submits last reimbursement requests stating it's the final**
- **After reimbursement made, VDOT closes out appropriate phases**

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Discussion???

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Nancy Rodrique

Landscape Architect, VHB

October 25, 2012

Streetscape Data Gathering & Investigation

- **Options for Overhead Utility Relocation**
- **Location and condition of underground utilities**
- **Condition , stability, section of existing pavement**
- **Right-of-Way width**



Streetscape Improvements: Impact on Utilities and Roadway

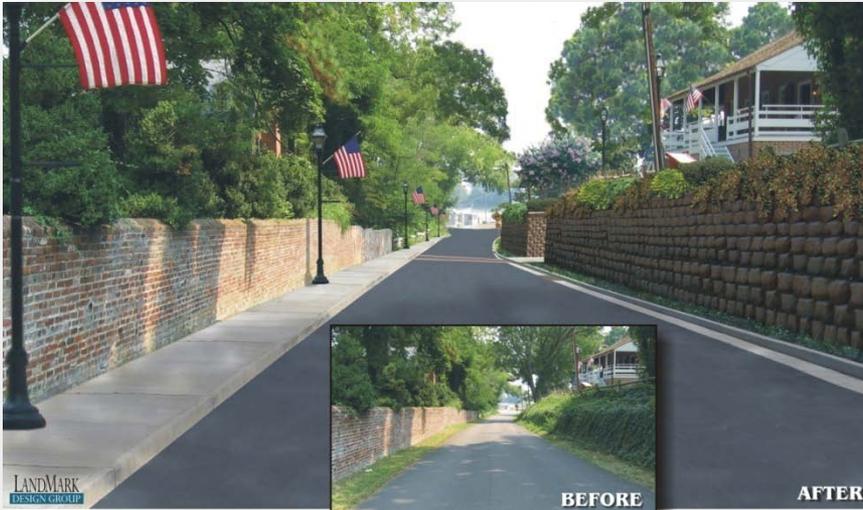
- **Reimbursable vs. non-reimbursable**
- **Repair infrastructure before improving surface**
- **Bump-outs , curbs and cross walks can impact drainage**



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Streetscape: Virginia Department of Historic Resources Involvement



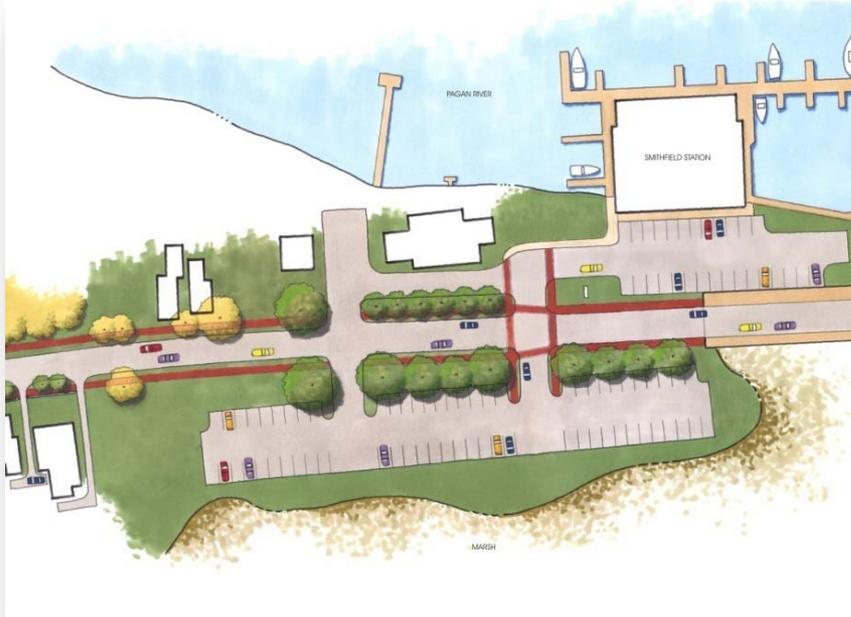
Urbanna Downtown & Waterfront District Beautification Project

Phase 2 - Marina Zone
Virginia Street
Photo Enhancement

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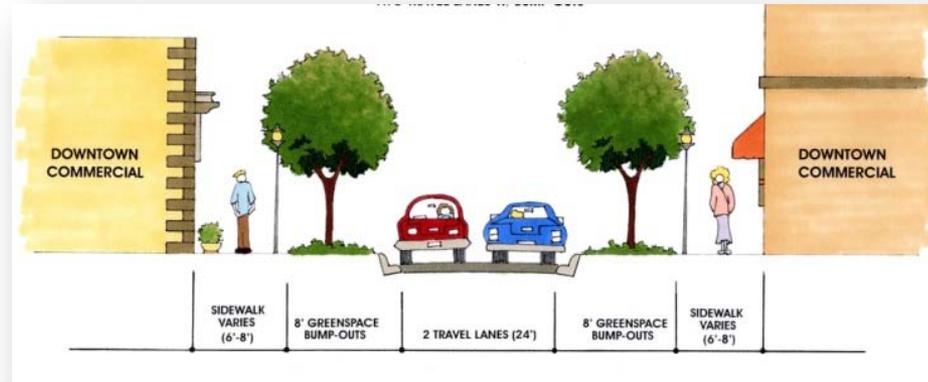
Public Involvement Throughout the Design Process



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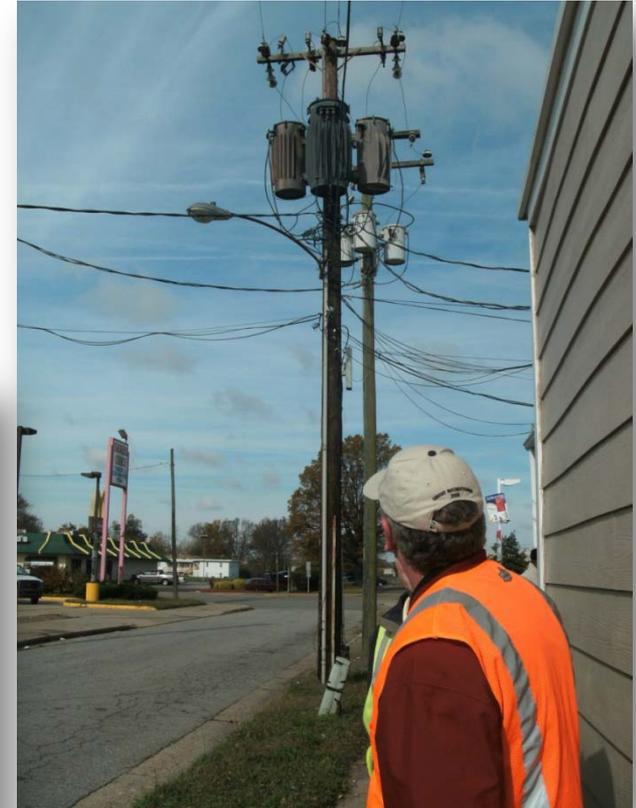


Public Involvement Tools: Understandable Plans & Sketches



Overhead Utility Relocation

Visual Impact vs. Cost
Rear Feed vs. Underground
Transformer/ Switch/ Pedestal Location



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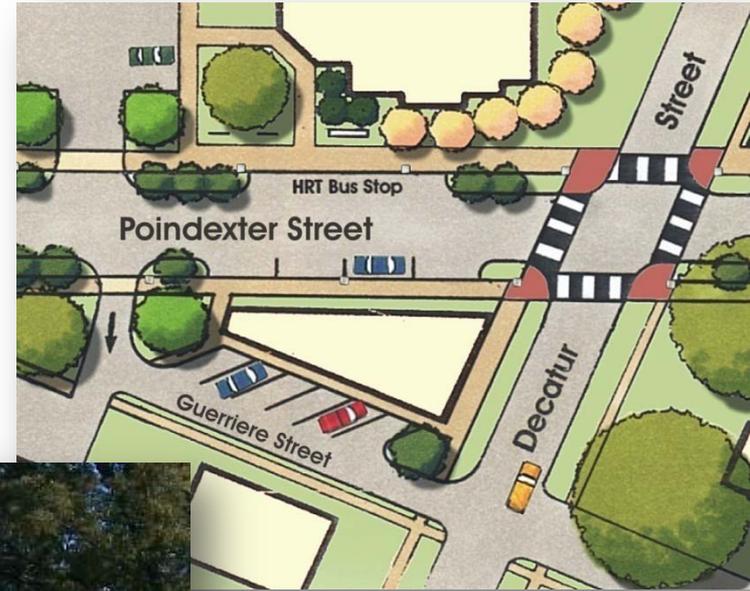
Parking: On and Off- Street



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Design Elements: Bump-outs



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Design Elements: Medians



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Material Options

Walk & Crosswalk Pavement Lighting Site Furnishings



Public vs. Private Space

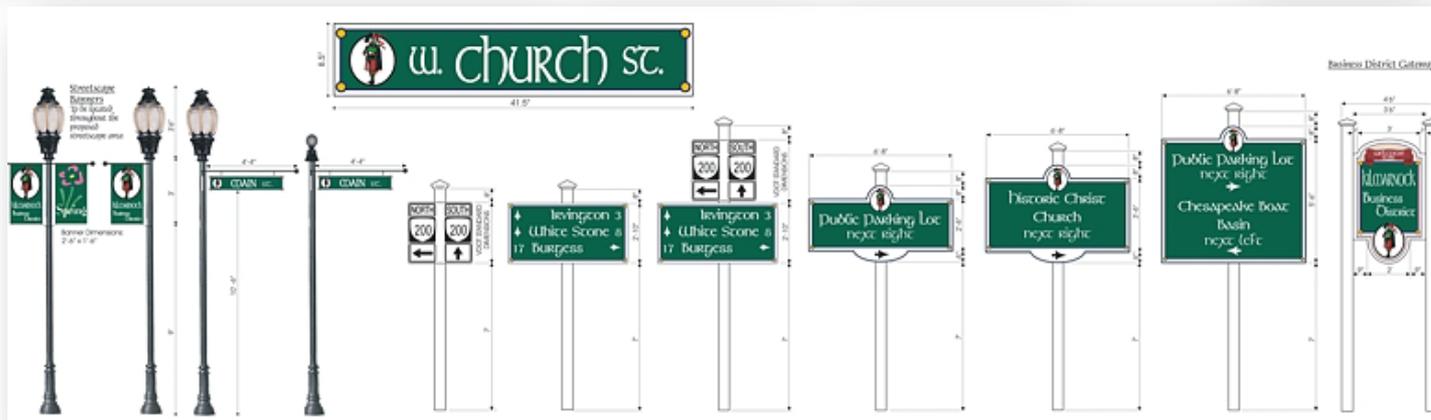
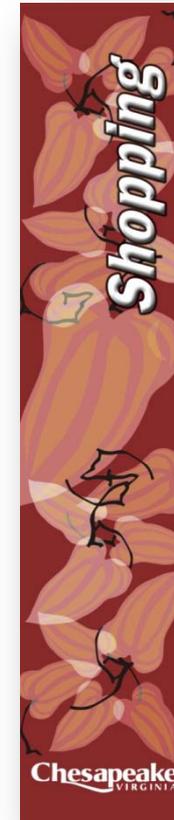


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Signage

- Way-Finding Signs
- Street Name Blades
- Swirling Flags
- Banners



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Design Details Create Identity A Sense of Place

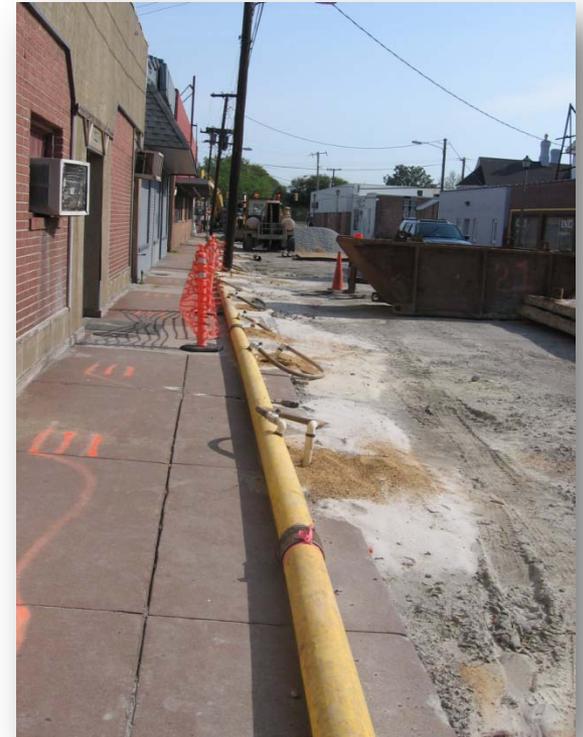


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Construction Administration

- Mark Utilities
- Phasing
- Maintain Access



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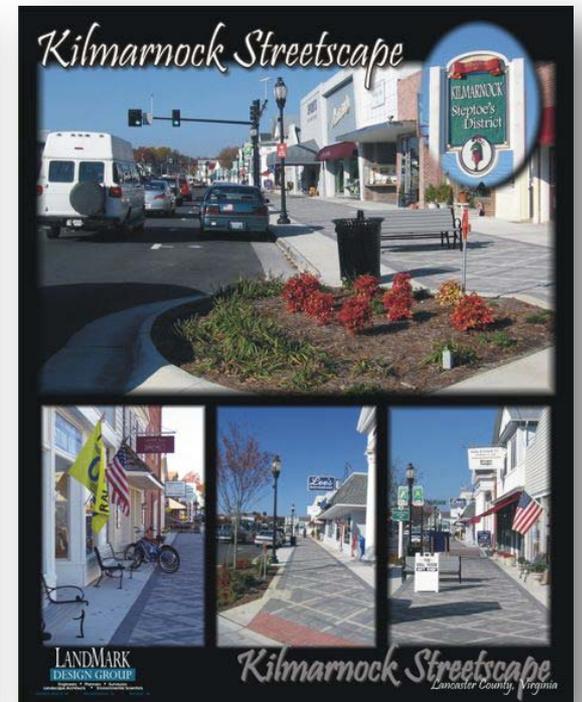
Celebrate Completed Projects



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Share the Success Stories



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Town of Louisa Pedestrian Safety Improvements Program

Breakout Session #4C

Track: Funding Programs

Brad Humphrey

Project Manager, Town of Louisa

October 25, 2012

Town of Louisa Pedestrian Safety Improvements Program

A multi-phase effort to improve pedestrian safety and the streetscape of the community using TEA-21 funding.

Will provide greater pedestrian connectivity and ADA accessibility to the core downtown areas.

Planning

- A Master Plan was developed in 2003 with involvement from Mayor, Town Council, Town Staff and local stakeholders
 - Interviews
 - Surveys
 - Public meetings

Design

- “Enhance and improve pedestrian safety”
- “Improve economic vitality of our downtown”
- “Preserve and enhance the historic character of our town”
- “Implement traffic calming measures”
- “Provide sidewalk connectors and improved pedestrian facilities”
- “Renovate decaying infrastructure”

State Route 22/33 (Phase I Downtown Improvements)

Completed in October of 2009

**Provides pedestrian gateway
from the southeastern side of
town to three shopping centers
and the core downtown**

**Includes sidewalk, a pedestrian
bridge and streetscaping**



Main Street (Phase II Downtown Improvements)

90% Plans recently submitted for review and comment

Will improve pedestrian safety through traffic calming and sidewalk renovation

Will provide aesthetic improvement to public infrastructure



School Street (Phase III Downtown Improvements)

Completed in October of 2011

Provides pedestrian connectivity from downtown to the Louisa Town Hall, Arts Center, Community Park and Louisa County Historical Society Sargent Museum



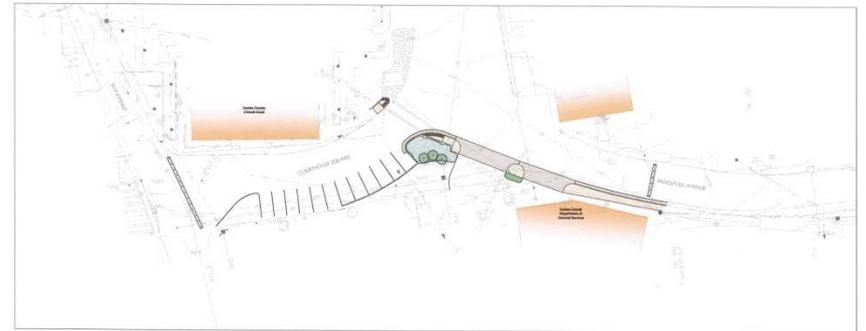
Courthouse Square (Phase IIID Downtown Improvements)

**90% Plans recently submitted
for review and comment**

**Supports more organized
parking near the courthouse**

Provides for proper drainage

**Provides new sidewalks and
crosswalks**



Obstacles That May Be Encountered

Obstacles Encountered

“Right of Way” acquisition

- Difficult property owners
- Prescriptive “Right of Way”
- Acquisition of “Right of Way” from other governmental entities, churches and railroads

Selection of a “Qualified Contractor”

- The public procurement dilemma of selecting the lowest responsible and responsive bid

Obtaining public buy-in

- Maintaining positive communication with the community while dispelling rumors and mistruths
- Easing the fears citizens and businesses in the proposed project area

Satisfying unlimited desires with limited means

Solutions and Lessons Learned

Solutions and Lessons Learned

Plan carefully and establish reasonable expectations

- Read the Enhancement Manual and work closely with your VDOT Enhancement Coordinator
- Consider a land survey before you begin your application
- Select a qualified and experienced A&E firm
- Consider developing a steering committee made up from stakeholders in the project area
- Plan for a project with long term sustainability in mind

Encourage public involvement throughout the process

- Reach out to the public through civic organizations, churches and your local Chamber of Commerce
- Conduct public hearings

Develop strong construction plans and specifications

- Inform the contractor up front what is expected in the bid package.
- Dictate up front how the project is to be constructed, when the contractor can work and where the contractor can work.
- Develop strong materials and construction methodology specifications with guidance from VDOT, ASHTO, ASTM, etc.