

Network for Success

# Local Programs Workshop



**BREAKOUT SESSION – SET 1**

**Track D – Local to Local**

**Wednesday, September 25, 2013**

**1:00pm – 2:30pm**

Network for Success

# Local Programs Workshop



## The **ABC's** of Successful Project Administration

### *Hanover's Perspective*

*Joe Vidunas, Transportation Engineer*



*Hanover: People, Tradition & Spirit!*

# Local Project Administration

**A** —

**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
Federal-aid Projects

Project Number	UPC	Local Government
0360-042-V16	13551	County of Hanover

THIS AGREEMENT, made and executed in triplicate this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the County of Hanover, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
  - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deobligation of the funding, reobligation of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

**B** —

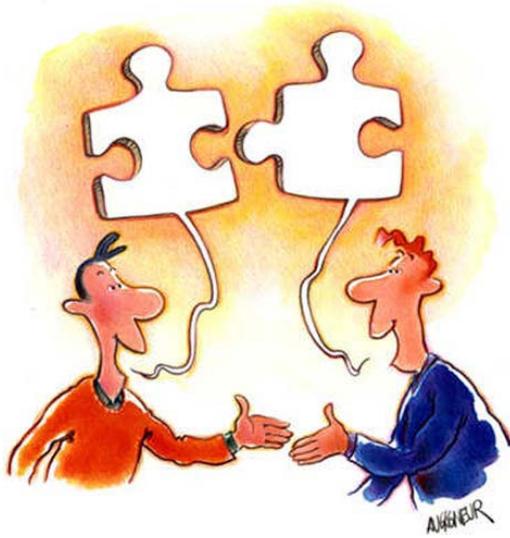


**C** —



# Local Project Administration

D -



E -



F -





# Local Project Administration

J -



K -



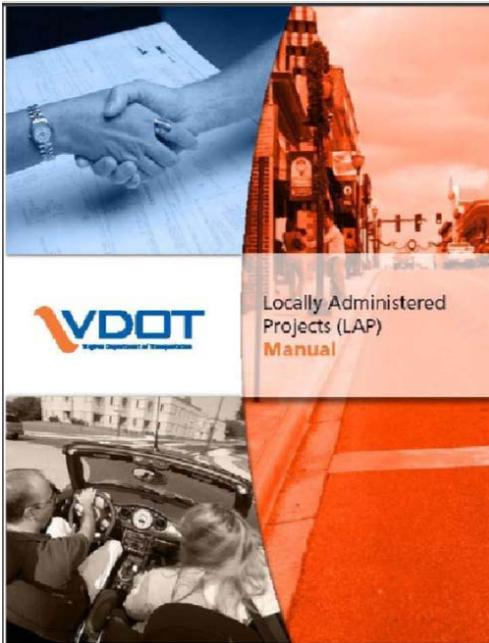
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# Local Project Administration

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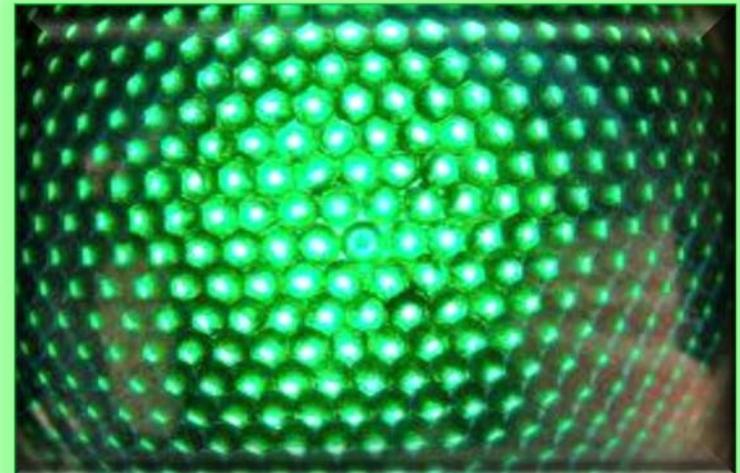
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N

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# Local Project Administration

O -



Q -

Quarterly Project Status Report  
Apr. - Jun. 2013

Harlow PM: J. Mouras  
VDOT PM: M. Picozzetti

**Project:** Sliding Hill Rd / Air Park Rd. Intn.  
VDOT Project # 0686-042-024, CSD1  
UPC 7185

**Project Scope:** Signalize the intersection and provide a left and right turn lanes on Sliding Hill Rd and split the approach lane on Air Park Rd to provide separate right and left turn lanes.

**Six-Year Plan Priority:** 3.02

**Cost (\$1,000K):**

Phase	Managed by	12/30/2011	6/30/2012	Status
Preliminary Engineering	DPW	\$ 192	\$ 328	Complete
Right-of-Way / Utilities	DPW	\$ 144	\$ 151	Complete
Construction	DPW	\$ 1,321	\$ 2,026	Pending
<b>Total</b>		<b>\$ 1,657</b>	<b>\$ 2,505</b>	

**Funding (\$1,000K):**

Baseline	Previous	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	Total	BTC
Bra	\$ 1,644							\$ 1,644	
ADP									
OSAD	\$ 120							\$ 120	
Other									
<b>Total</b>	<b>\$ 1,764</b>	<b>\$ -</b>	<b>\$ 1,764</b>	<b>\$ 214</b>					

**Expenditures:** \$372,296

**Activities Last Quarter:**

- R/W acquisition (2 of 4 parcels cleared)
- Relocate utilities (Dominion, Level 3, Verizon, Comcast, VNG)

**Activities Planned Next Quarter:**

- Complete R/W acquisition
- Complete utility relocations
- Finalize bid documents and advertise project for construction

**Comments:**  
VNG utility adjustments have been completed.

Major Milestones	Status	Baseline	Revised	Actual
Notice to Proceed	Complete	7/11	--	6/20/11
Supplemental Field Survey (complete)	Complete	7/11	--	8/11
Traffic Analysis (complete)	Complete	7/11	--	8/11
NEPA Document approved	Complete	8/11	--	2/12
Preliminary Road Inspection (30% Design)	Complete	9/11	--	10/11
Amended NEPA Document	Complete	7/12	--	9/12
Advertise Workpapers	Complete	10/11	--	10/12
R/W Plans (90% Design) submitted	Complete	12/11	--	3/9/12
R/W Authorization	Complete	8/12	--	12/8/12
R/W Acquisition (1/15)	Complete	9/12	--	1/8/13
Acquire R/W (other)	Pending	7/12	7/13	--
Utility Relocation (complete)	Pending	10/12	9/13	--
Construction Plans (100% Design)	Pending	4/13	7/13	--
Advertise Project	Pending	10/12	9/13	--
Begin Construction	Pending	1/13	1/13	--
End Construction	Pending	6/13	7/14	--

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P -



# Local Project Administration

R -



S -



T -



# Local Project Administration

**U** -



**W** -



# Local Project Administration

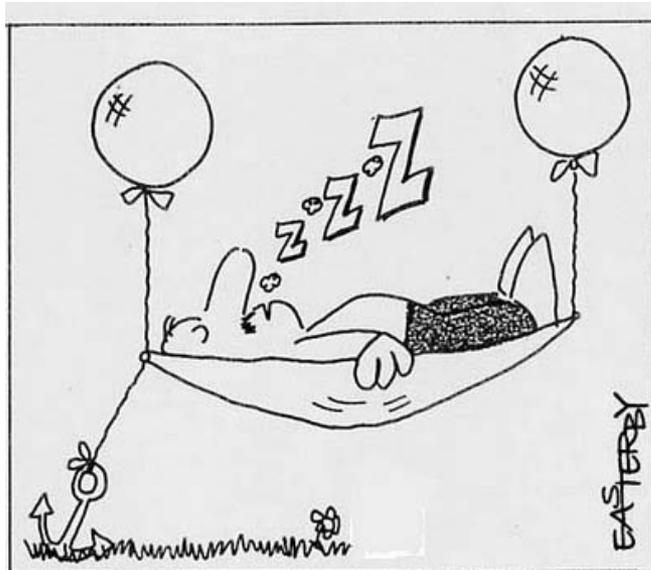
**X -**



**Y -**



**Z -**



# Questions / Comments

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## Opportunities & Funding

**September 25, 2013**

**Cindy Morris**

**Town Planner**

**Town of Farmville**

# Resource Opportunities and Finding the Funds



# Farmville Historic Train Station



**Built in 1902**

# VDOT Enhancement Grant

## Downtown Streetscape

\$1,789,000 (80% Grant/20% Match)



# VDOT Enhancement Grant Robert Russa Moton Museum \$729,000 (80% Grant/20% Match)



# Local Partnership Fund Main Street Bridge \$3,200,000 (98% Grant)



# Revenue Sharing Project Traffic Signal Synchronization and Cameras \$205,622



# Revenue Sharing Project Milnwood Road Improvements

**\$775,000 (VDOT) + \$775,000 (Farmville) = \$1,550,000**



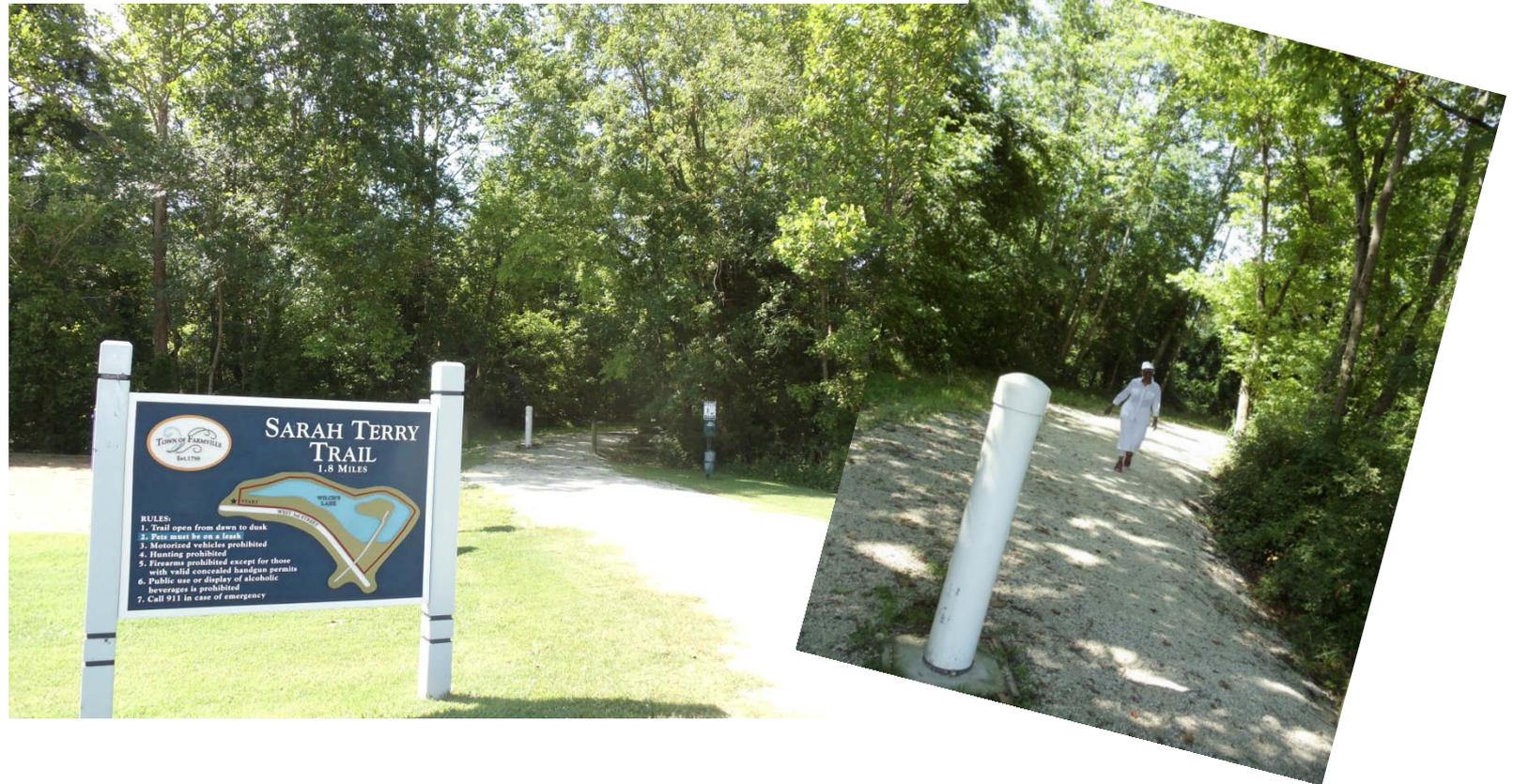
# Revenue Sharing Project

## 460 West/West 3<sup>rd</sup> Street Improvements

**\$150,000 + \$150,000 = \$300,000**



# FHWA Appropriation Sarah Terry Trail \$148,500



# Sarah Terry Trail



# Economic Development Access Program Fund Waterworks Road Improvements up to \$500,000 (100% Grant)



Location

Location

Location

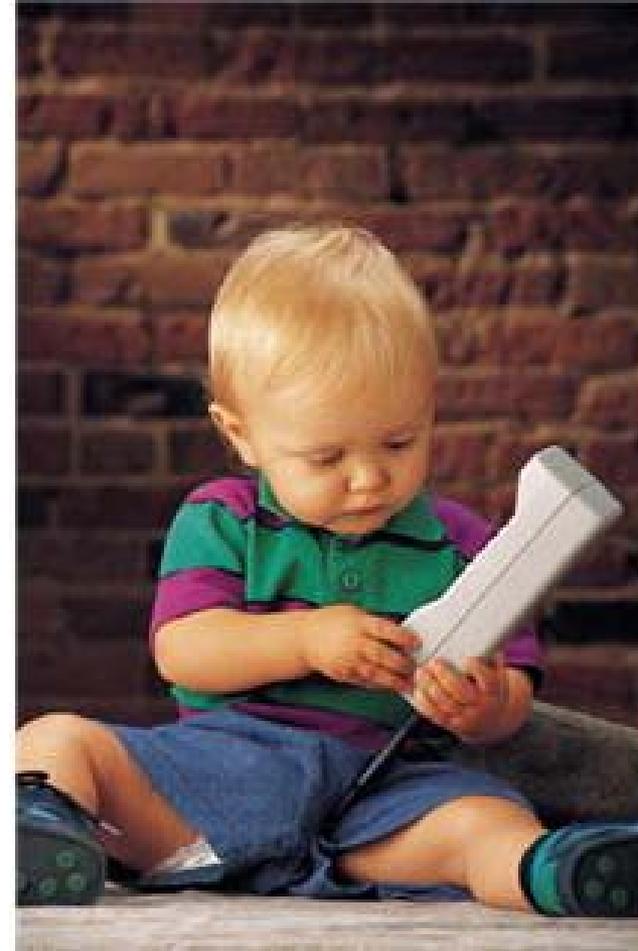


LOCATION

Location..Location..Location

# Communication

communication



communication

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## Reflections on Local Project Administration: A Virginia City's Perspective

September 25, 2013

Patrick Moore, P.E., M.P.A.

Assistant Director of Public Works,  
Manassas, VA

# **Words that Come to Mind**

**Partnering  
Experiences  
Improvement  
Success**

# Partnering

**Long Term Process**

**Benefits Experienced**

**Greater Control**

**Greater Flexibility**

# Quotes From A Local Administrator

**“I have worked with, for and against VDOT for almost 30 years. The Urban system is different and flexibility in the design process and the standards is critical for cities and towns.”**

**“It is important that VDOT and the LA Group emphasize the need to work with the local roadway system administrators and their staff or we risk wasting time and money with serves no meaningful purpose”**

**“Sometimes it’s hard and we disagree on how we should go about a task.....”**

*“You can't shake hands with a clenched fist.”*

—Gandhi

# Experiences- Dumfries Road



# **Areas of Concern**

**Plan Review Times**

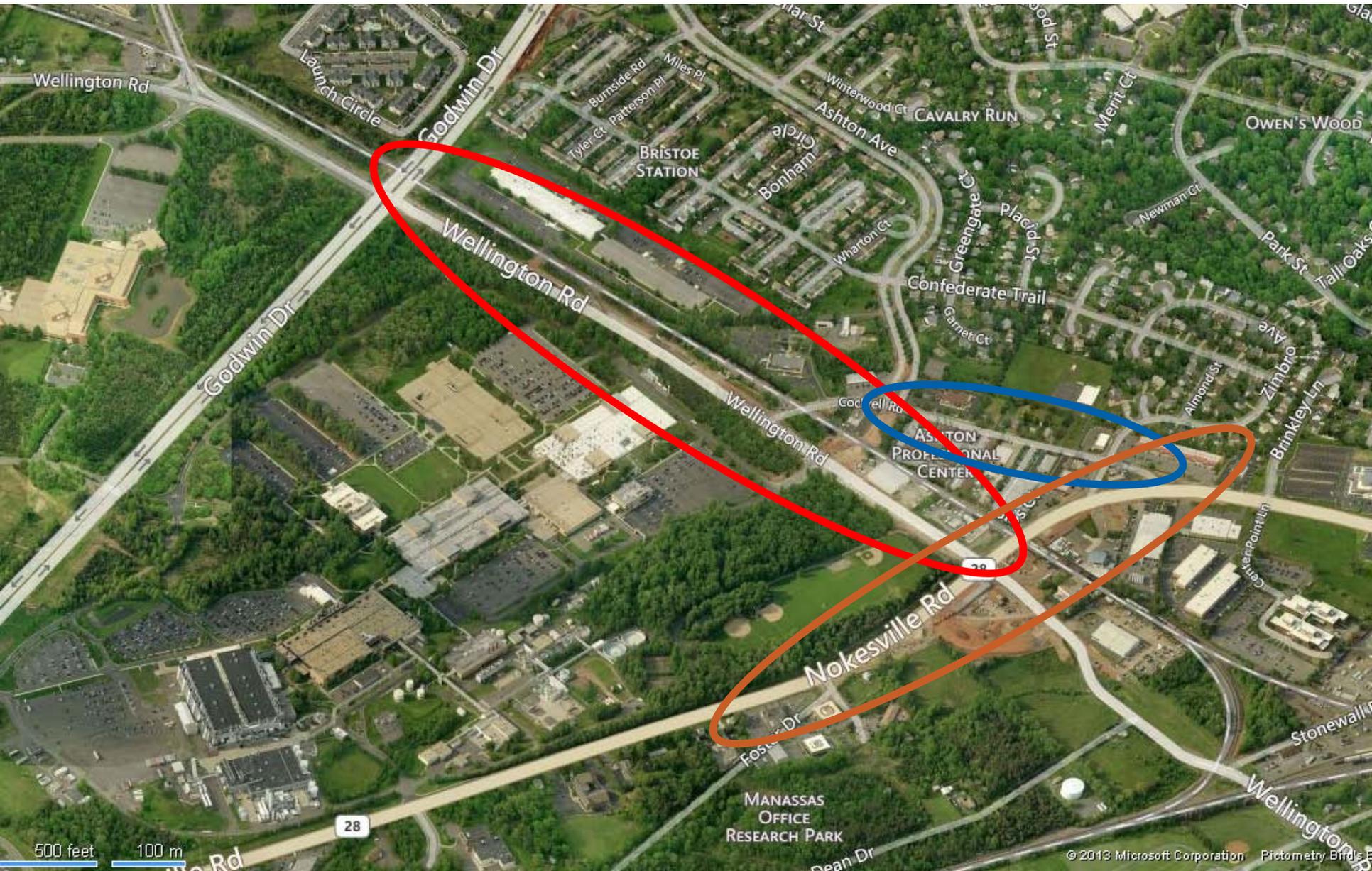
**Civil Rights Hurdles**

**Construction Oversight**

# Noticeable Improvements

- **Citizens Information Meetings**
- **Revenue Sharing Program**

# Project Success Stories



# Wellington Road



# Wellington Road



# Cockrell Road Pre - Construction



# Cockrell Road Pre - Construction



# Cockrell Road Post Construction



# **Successful Administration**

**Establish Strong Relationships With VDOT/Feds**

**Strive for Success One Project At A Time**

**Seek Areas of Improvement**

Network for Success

# Local Programs Workshop



## FINDING SUCCESS IN REVENUE SHARING

**September 25, 2013**

**Brandon Steele**

**Town of Blacksburg**

# Funding

## **Diverse Funding Options**

**Va Tech**

**Developers via proffers**

**Existing CIP Projects (doubles your money)**

**Plan on what the project can afford!**

# Keep it Real

**Understand the nature of the project**

**Complexity**

**Beware of scope creep**

**50% of increased come from the Town**

**Organization understands the process**

**Do not promise a quick turn around**

**Plans take time and money**

**Approvals and bidding**

**Standards and Specifications**

# Project Selection

**Some projects are not worth it**

## **Small projects (Do not recommend)**

- Spend time and money on plans that cost more than the project (example: small sidewalk projects)

## **Time sensitive projects**

- Council Resolution, Agreement with State, Plans, Procurement, etc.

## **Projects with unknowns**

- Project will have a lot of potential changes

## **Projects within ROW**

# **Communicate the Schedule**

**Communicate with Council and Manager**

**Keep VDOT informed of the schedule**

**Staff goes on vacation**

**Keep design firm on schedule**

**Keep the public informed**

**Keep procurement staff informed**

# Construction Management

**Prepare to spend time on the project as an organization**

**Budget for an inspector if needed**

**Understand 100% of payment is paid before reimbursement is requested (can be large) on Revenue Sharing projects**

**Understand “Work Orders” and how to issue them**

**Ask for help, VDOT will not let you sink**

**Questions?**