**Local Public Authority (LPA) Federal Aid Project
Best Practices Checklist**

Revised 7-22-2019

**Note:** This checklist is intended to expedite LPA (county or city) federal aid projects let through KDOT. A project delayed from the planned letting may result in loss of federal funds for that project. Although developed for counties, this checklist is generally applicable for use by other LPA’s.

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KDOT Project No. assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KDOT BLP Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Construction Estimate from Form 1302: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Design Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consultant Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KDOT Assigned Letting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **TASKS TO BE COMPLETED****Bold - KDOT Rupis Milestones****Blue -Usually consultant provided.**All tasks are completed by LPA unless otherwise noted. See Notes & Explanations following this table for details on a particular task. | **Months to Letting** | **DATE COMPLETED** |
| 1. Submit Project Application to KDOT per call for projects
 |  |  |
| 1. Notice of Award letter received from KDOT
 |  |  |
| 1. Consider historical significance of project
 |  |  |
| 1. Request for Project Form 1302 submitted to KDOT
 |  |  |
| 1. Program Packet received from KDOT
 |  |  |
| 1. Set up project folders
 |  |  |
| 1. Design Consultant selected, scope of services finalized and agreement signed
 |  |  |
| 1. Locate land corners & road records
 |  |  |
| 1. Determine property ownerships
 |  |  |
| 1. Notify consultant when permission to survey and land corners available
 |  |  |
| 1. LPA Project Manager to be certified (under development in 2019)
 |  |  |
| 1. LPA Right-of-way Agent to be certified(ROWCP)
 |  |  |
| 1. KDOT/LPA Project Agreement executed
 |  |  |
| 1. **KDOT Milestone:** Consultant Design Contract to be Executed by
 | 22.0 |   |
| 1. Utilities determined
 |  |  |
| 1. **KDOT Milestone:** Pre-Design Field Check(preliminary scoping)
 | 20 |  |
| 1. Review field check plans with consultant
 |  |  |
| 1. Arrange for required geology and test holes
 |  |  |
| 1. Submit field check plans to KDOT
 |  |  |
| 1. Discuss field check plans with land owners
 |  |  |
| 1. Determine who will acquire right-of-way and who will perform appraisals
 |  |  |
| 1. **KDOT Milestone:** Field Check Completed
 | 15.0 |   |
| 1. Obtain legal descriptions from consultant
 |  |  |
| 1. Utilities: Send plans to utilities with relocation agreement
 |  |  |
| 1. If determined necessary LPA to hire appraiser for R/W
 |  |  |
| 1. Environmental Clearance and R/W material received from KDOT
 |  |  |
| 1. . LPA to begin right-of-way acquisition
 |  |  |
| 1. Review office check plans with consultant
 |  |  |
| 1. Utilities: 30 day follow up with utilities
 |  |  |
| 1. Consultant submit permit applications to LPA, then LPA execute and mail to agencies
 |  |  |
| 1. **KDOT Milestone:** Office Check Plans & supporting documents to BLP
 | 11.0 |   |
| 1. **KDOT Milestone:** Office Check Plans review by KDOT completed
 | 9.0 |   |
| 1. **KDOT Milestone:** Final Check Plans & Estimate to BLP
 | 6.0 |   |
| 1. **KDOT Milestone:** Begin CE Agreement
 | 6.0 |   |
| 1. **KDOT Milestone:** Final Check Complete
 | 5.0 |   |
| 1. **KDOT Milestone:** R/W Clearances (1306 Form) to BLP
 | 4.0 |   |
| 1. **KDOT Milestone:** Utility Form (1304 Form) to BLP
 | 4.0 |   |
| 1. **KDOT Milestone:** Status of Permits (1307 Form) & Required Permits to BLP
 | 4.0 |   |
| 1. **KDOT Milestone:** PS&E Plans to BLP
 | 3.5 |   |
| 1. **KDOT Milestone:** PS&E Plans review by KDOT completed
 | 1.5 |   |
| 1. Working days determined by KDOT
 |  |  |
| 1. Negotiate fee agreement with selected consultant
 |  |  |
| 1. **KDOT Milestone:** Final Letting Plans to BLP
 | 1.2 |   |
| 1. **KDOT Milestone:** CE Agreement Executed
 | 1.1 |   |
| 1. **KDOT Milestone:** Advertise
 | 1.0 |   |
| 1. KDOT Construction Letting
 |  |  |
| 1. KDOT mails Authority to Award Packet
 |  |  |
| 1. LPA returns Commitment of Funds form
 |  |  |
| 1. LPA sends KDOT payment for local share
 |  |  |
| 1. Preconstruction Conference (arranged by KDOT)
 |  |  |
| **Bridge Projects Only Items 51-53** |  |  |
| 1. **Load Ratings to bridge folder & KDOT**
 |  |  |
| 1. **Inventory Inspection to bridge folder & KDOT**
 |  |  |
| 1. **Scour Analysis to bridge folder & KDOT**
 |  |  |

**Notes or Explanation of each Task :**

1. Project Application form and information varies by program and year. Application is usually prepared by a consultant at request of the county. The scope and cost are important, don’t guess.
2. Notice of Award letter is KDOT’s commitment to the project and is the initial indication that the project will receive federal or state funds. A formal agreement will follow in a few months after Form 1302 is submitted, **but it is not necessary to wait until the agreements are executed before starting the process.**
3. Historic Structures: Projects that effect historic structures will require clearance from the Kansas State Historical Society (KSHS) prior to the Corps issuing a permit for work in Waters of the US. Sometimes the issue is a building on the National Register adjacent to the project, but the typical issue is a bridge with historic significance and is eligible for the National Register. Truss bridges, arch bridges, and unusual concrete bridges may have historic significance and mitigation may be required. See the KCHA Document center for a map of historic concrete bridges. Alternatives may include nomination to the National Register, relocation of the road, relocation of the bridge, restoring the bridge, or preserving a similar bridge. Early contact with the KSHS is important so the project is designed so it will receive historical clearance. If there is question of whether or not the bridge is eligible for the National Register, email a picture of the bridge to the Review and Compliance Coordinator at KSHS - Lauren.Jones@ks.gov. Official review and compliance is through an online review portal at this link <https://review.kshs.org>..
4. Form 1302 (Request for Project) is usually prepared by consultant at request of county. Form 1302 has a cost estimate and general project description.
5. Program Packet from KDOT usually includes the following items:- a letter specifying the project numbers, any special funding requirements, and the BLP Project Manager to contact; Form 883 Project Authorization, and the (Rupis) Project Schedule with milestones. The KDOT/LPA Agreement will be mailed later.
6. Set up electronic or paper folder for project. Have separate folders for KDOT, design consultant, utilities, right-of-way acquisition, environmental permits and construction.
7. Select a consultant engineer and execute an agreement as soon as possible after the notice of award. A sample lump sum agreement and a list of discussion items to be used in finalizing the scope of services is available in the Document Center of the KCHA website. Send KDOT a copy of the agreement after the Project Agreement is signed-See KDOT Milestone 14. Note: If design services are to be federal reimbursable Qualification Based Selection is required, contact your BLP Project Manager for guidance.
8. Land corners and road records. Locate land corners for use as control on the project. Any section or quarter section corners within the project area and the corner each way from the project should be located and referenced for use by the consultant. Road records should be located for use by the consultant to show existing right-of-way and write legal descriptions. A local surveyor can do this work or the work can be included in the consultant’s contract.
9. Ownerships: Based on project scope in Form 1302 determine which properties will be affected. Obtain name and address of land owners from county clerk or county appraiser. By telephone or letter notify land owners of the upcoming project, and approximate time line, ask permission to survey and name of tenant, if any. When you are certain which properties are affected order title commitments from a title company.
10. Notify the consultant when permission has been obtained to survey project and furnish consultant land ownerships, land corners and road records.
11. County Project Manager to be certified. There is a special class for certification of a project manager on federal aid projects. Certification is being developed in 2019.
12. County person in charge of right-of-way acquisition must be certified (ROWCP) which is on line training through LTAP. Certification of a county person is required even if an outside firm is hired to do the acquisition. The outside firm acquiring right-of-way must also have the certification.
13. KDOT/LPA Project Agreement executed: KDOT will prepare and mail a contract to the county to be executed and returned. It may be a couple of months after the notice of award letter. Notice of award is a sure thing, so do not delay above noted items while awaiting a formal agreement.
14. **KDOT Milestone:** Consultant Design Contract to be executed a minimum of 22 months prior to the contract. To expedite the process the consultant/LPA contract can be executed after receipt of the notice of award letter as noted in Item 7.
15. Utilities: Depending on the scope of services the county or consultant will need to determine all utilities in the vicinity of the project. Some utilities will not locate for surveys, so it may be necessary to tell them you will be doing repairs in the area. Private utilities and rural water districts may not be members of one call and may need to be directly contacted.
16. **KDOT Milestone: Pre-Design field check:** The BLP Project Manager may want to review the preliminary plan to ensure proposed design matches the approved scope. Check with your Project Manager to see if this step is necessary.
17. Field check plan review**.** It will be time well spent to go over the field check plans with the consultant’s project engineer prior to submittal to KDOT. Discuss project limits, land owner concerns, hydraulics, utility relocations, etc.
18. If necessary, contract for geology as needed for design. See consultant scope of services for details on arranging geology. It sometimes takes months to get geology report, consultant should order geology as soon as scope is known.
19. Field Check plan submitted to KDOT. Consultant will submit field check plans to KDOT, and should include current estimate and Hydraulic Assessment Checklist (if applicable).
20. Discuss field check plans with land owners. When preliminary plans are available it is good public relations to discuss proposed plans with land owners. Land owners may have concerns that can be discussed with KDOT and the consultant at field check.
21. Determine who will acquire right-of-way and who will perform appraisals**.** Acquisition of right-of-way must be acquired in accordance with federal regulations. Acquisition is time consuming and detailed. Many counties are hiring firms to handle the acquisitions. Right-of-way process can begin after field check, there is some risk if plans are changed, but that is rare. If needed contract with right-of-way agent.
22. **KDOT Milestone: Field Check Completed** Conduct field check on site with KDOT and the consultant. Field check date and time is set by KDOT and should be least 15 months prior to letting.
23. Obtain legal descriptions for permanent and temporary easements from consultant. Consultant should furnish a paper copy of each tract stamped and sealed by a professional surveyor, and a Word document so the description can easily be inserted in the easement forms.
24. Utilities: Send plans to utilities with a relocation agreement with letter requesting name of project contact. If railroad is involved, send plans to railroad.
25. If determined necessary county to hire appraiser. R/W agent will determine if tracts are complicated or large enough to require an appraiser to comply with Uniform Act.
26. . Environmental section at KDOT submits field check plans to various state and federal agencies for comments and prepares memo with concerns and issues. BLP prepares a Design Summary Document that is submitted to FHWA. When FHWA approves the Design Summary Document that provides the environmental clearance. KDOT then mails county a letter listing stipulations and includes right-of-way acquisition information.
27. If federal aid is not paying for right-of-way the county can begin acquisition at any time. There is a risk of starting acquisition before receiving environmental clearance from KDOT as plan details may need to be changed. If changes affect right-of-way descriptions the right-of-way process for that tract may need to start over. Right-of-way is time consuming and on most projects starting right-of-way acquisition as soon as field check is complete and property descriptions are developed will reduce the likelihood of delays. Following the Uniform Act is detailed but essential. There are many checklists and forms which will not be listed in this checklist.
28. Review office check plans with consultant. Discuss any plan concerns with the consultant prior to submittal to KDOT. For instance, estimate, guardrail posts, surfacing thickness, detours, construction signing.
29. Utilities: 30 day follow up with utilities to ensure they received plans, assign contact for project and questions on relocation agreement.
30. Consultant usually prepares the environmental permits and sends them to the county for execution. County then mails permits to permitting agencies. Consultant and county will determine which permits are required. The county will need to work with the permitting agencies to develop mitigation for items noted on the environmental memo or issues raised during the permit reviews.
31. **KDOT Milestone:** Consultant to submit Office Check Plans to BLP at least 11 months prior to letting. Submittal to include project special provisions, estimate, design exception request, geologic report, traffic warrants, Form 1307(permit status), and hydraulic assessment checklist.
32. **KDOT Milestone:** Office Check Plan reviewed and marked up by KDOT and returned to consultant at least 9 months prior to letting.
33. **KDOT Milestone:** Consultant to submit Final Check Plans & Estimate to BLP at least 6 months prior to letting.
34. **KDOT Milestone:** County can begin selection process for Construction Engineering (CE) at least 6 months prior to letting. KDOT will provide selection process, and forms. Alternate is to use a mini-QBS using the KDOT “on-call” list; KDOT will notify firms on their on-call list but will not advertise for them or accept proposals. There is detailed information on the KDOT BLP webpage, just click on the link for CE Consultant Selection Packet (QBS)
35. **KDOT Milestone:** Final Check plans reviewed and returned to consultant at least 5 months prior to letting.
36. **KDOT Milestone:** County to submit R/W Clearances (1306 Form) to BLP at least 4 months prior to letting.
37. **KDOT Milestone:** Utility Form (1304 Form) to BLP at least 4 months prior to letting.
38. **KDOT Milestone:** Status of Permits (1307 Form) & Required Permits to BLP at least 4 months prior to letting.
39. **KDOT Milestone:** PS&E Plans to BLP at least 3.5 months prior to letting
40. **KDOT Milestone**: PS&E Plans review by KDOT completed 1.5 months prior to letting
41. KDOT construction will calculate working days. Working days should be available about 1.5 months in advance of the letting. If working days do not seem reasonable contact the BLP Project Manager. On some projects project completion date can be specified in lieu of working days.
42. Negotiate fee for CE agreement. Working days should be available from KDOT 1.5 months in advance of the letting. Furnish working days to selected consultant to prepare the fee agreement. When satisfied with the fee execute the agreement and forward to KDOT.
43. **KDOT Milestone**: Final Letting Plans to BLP 1.2 months prior to letting.
44. **KDOT Milestone**: CE Agreement Executed 1.1 months prior to letting
45. **KDOT Milestone:** Advertise 1 month prior to letting
46. KDOT conducts letting in Topeka. Normally KDOT calls county with bid results. The bid letting is broadcast live on the KDOT website
47. KDOT mails Authority to Award Packet that includes Commitment of Funds and an Invoice for estimated amount of local share including local share of construction engineering
48. Commitment of Funds form to be authorized by governing body and returned within 2 weeks.
49. Invoice for local share to be sent to KDOT within 5 weeks of letting.
50. Preconstruction conference: Attend pre-construction conference set up by the KDOT Area Engineer.

Bridge Projects Only

1. Load Ratings: Obtain load ratings from design consultant, or contract separately if not in the design contract. Load ratings should be placed in the county bridge folder and KDOT Bridge Inspection Portal.
2. Inventory bridge inspection: New bridges are to have an inventory inspection within 90 days of time the bridge is put into service. Normally this inspection is not in the design contract and is contracted for separately. Inventory Inspection should be placed in the county bridge folder and KDOT Bridge Inspection Portal.
3. Scour analysis submitted: Scour analysis is to be completed and placed in bridge inspection folder. This may have been included in the design contract, but if not, it needs to be contracted separately. Scour analysis should be placed in the county bridge folder and KDOT Bridge Inspection Portal.