

LOCALLY ADMINISTERED PROJECTS MANUAL

TABLE OF CONTENTS

[Preface](#) (With instructions on how to use this manual)

[Definitions and Acronyms](#)

Part 1 PROGRAM DEVELOPMENT

CHAPTER 1 [Virginia Department of Transportation Policy](#)

- 1.1 [VDOT Policy on Locally Administered Programs and Projects](#)
- 1.2 [Applicability](#)
- 1.3 [Authority](#)

CHAPTER 2 [Qualifications for Federal and State-Aid Project Administration](#)

- 2.1 [Background](#)
- 2.2 [Federal-Aid Projects](#)
- 2.3 [State-Aid VDOT Projects](#)
- 2.4 [Requirements for Administering Projects on NHS or Primary System](#)
- 2.5 [LPA Funded Projects](#)

CHAPTER 3 [Roles and Responsibilities](#)

- 3.1 [VDOT and LPA General Responsibilities](#)
- 3.2 [General VDOT Oversight Expectations/Obligations](#)
- 3.3 [General LPA Expectations](#)
- 3.4 [Staff Responsibilities](#)
- 3.5 [Dispute Resolution](#)

CHAPTER 4 [Resources for Local Governments](#)

- 4.1 [VDOT Local Partnership Team](#)
- 4.2 [VDOT Virtual Campus](#)
- 4.3 [National Highway Institute](#)
- 4.4 [Transportation Training Academy](#)
- 4.5 [Work Zone Traffic Control Training Requirements](#)

CHAPTER 5	<u>State Funded Projects and Special Programs</u>
5.1	<u>Introduction</u>
5.2	<u>State-Aid Projects</u>
5.3	<u>Transportation Alternatives Program</u>
5.4	<u>Urban Construction Initiative</u>
5.5	<u>Design-Build Project Delivery</u>
CHAPTER 6	<u>RESERVED – Certification Program</u>
CHAPTER 7	<u>Compliance Assessment Program</u>
7.1	<u>Introduction</u>
7.2	<u>Roles and Responsibilities</u>
7.3	<u>Project and Program Assessments</u>
7.4	<u>Annual Assessment Process</u>
CHAPTER 8	<u>Project Initiation and Authorization</u>
8.1	<u>Introduction</u>
8.2	<u>Overview of the System Allocation Process</u>
8.3	<u>Development of the Six Year Improvement Plan</u>
8.4	<u>STIP Development</u>
8.5	<u>Coordination with Metropolitan Organization</u>
8.6	<u>Types of Federal Funding</u>
8.7	<u>Special Funding Programs</u>
8.8	<u>Federal Obligation and Federal Strategy</u>
8.9	<u>Project Progress</u>
8.10	<u>Advance Construction</u>
CHAPTER 9	<u>Project Development Overview/Summary</u>
9.1	<u>Project Development Introduction</u>
9.2	<u>Project Authorization</u>
9.3	<u>Project Development Process</u>
9.4	<u>VDOT Project Oversight</u>

Part 2 PROJECT MANAGEMENT

CHAPTER 10 [Project Administration & Agreements](#)

- 10.1 [Introduction](#)
- 10.2 [Applicability](#)
- 10.3 [Purpose of Agreements](#)
- 10.4 [Request to Administer Project](#)
- 10.5 [Project Administration Agreements](#)
- 10.6 [Appendix A to the Project Administration Agreement](#)
- 10.7 [Key Submittals/Requirements](#)
- 10.8 [References](#)
- 10.9 [Appendices](#)

CHAPTER 11 [Consultant Procurement](#)

- 11.1 [Overview](#)
- 11.2 [Professional Services Procurement Process](#)
- 11.3 [Key Submittals/Requirements](#)
- 11.4 [References](#)

CHAPTER 12 [Project Development](#)

- 12.1 [Project Scoping](#)
- 12.2 [Plan Design](#)
- 12.3 [Project Budget, Schedule and Estimates](#)
- 12.4 [Public Involvement](#)
- 12.5 [Plan Submittals](#)
- 12.6 [Advertisement and Award](#)

CHAPTER 13 [Project Delivery](#)

- 13.1 [Construction Administration](#)
- 13.2 [Materials Quality Assurance](#)
- 13.3 [Change/Work Orders](#)
- 13.4 [Claims](#)

CHAPTER 14 [Post Construction/Project Close-Out](#)

- 14.1 [Final Acceptance](#)
- 14.2 [Final Invoicing](#)
- 14.3 [Street Acceptance/Changes to Inventories](#)
- 14.4 [Stormwater Acceptance and Project Certification](#)

Part 3 STANDARDS AND PRACTICES FOR LAPs

CHAPTER 15 [Environmental Requirements](#)

- 15.1 [General Environmental Procedures](#)
- 15.2 [National Environmental Policy Act \(NEPA\) Compliance](#)
- 15.3 [State Environmental Review Process \(SERP\)](#)
- 15.4 [Cultural Resources](#)
- 15.5 [Section 4\(f\) Evaluations](#)
- 15.6 [Noise Studies and Abatement](#)
- 15.7 [Air Quality](#)
- 15.8 [Water Quality Permits](#)
- 15.9 [Threatened and Endangered Species](#)
- 15.10 [Hazardous Materials](#)
- 15.11 [Environmental Re-Evaluations & Certification](#)
- 15.12 [Environmental Compliance](#)

CHAPTER 16 [Right-Of-Way](#)

- 16.1 [Introduction](#)
- 16.2 [Applicability](#)
- 16.3 [Summary](#)
- 16.4 [Preliminary Right of Way Process](#)
- 16.5 [Right of Way Phase Authorization](#)
- 16.6 [Right of Way Acquisition](#)
- 16.7 [Right of Way Certification Prior to Advertisement](#)
- 16.8 [Property Management](#)
- 16.9 [Changes to Limited Access](#)
- 16.10 [Federal Policies for Right of Way Acquisition Cost Reimbursement](#)

16.11 [VDOT Monitoring and Compliance Verification Process](#)

16.12 [Railroad Coordination](#)

16.13 [Local Government Submittals/File Documentation](#)

16.14 [References](#)

Utilities

16.15 [Introduction](#)

16.16 [Scoping Phase](#)

16.17 [Preliminary Design Phase](#)

16.18 [Detailed Design Phase](#)

16.19 [Right of Way/Utility Acquisition and Final Design Phase](#)

16.20 [Development of Utility Special Provisions and/or Limitations of Operations](#)

16.21 [Post Utility Construction](#)

16.22 [Right of Way Certification Prior to Advertisement](#)

16.23 [Construction Phase](#)

CHAPTER 17 [Civil Rights Requirements](#)

17.1 [General Civil Rights Requirements](#)

17.2 [General Title VI Requirements and Executive Orders](#)

17.3 [DBE Requirements](#)

17.4 [On the Job Training \(OJT\) for Construction Projects](#)

17.5 [Required Contract Provisions](#)

17.6 [Compliance and Reporting](#)

CHAPTER 18 [Structure and Bridge](#)

18.1 [Introduction](#)

18.2 [Applicability](#)

18.3 [Procedures and Processes](#)

18.4 [Key Submittals/Requirements](#)

18.5 [References](#)

CHAPTER 19 [Financial Management and Reimbursement Processing](#)

- 19.1 [Introduction](#)
- 19.2 [Applicability](#)
- 19.3 [Processing of Invoices](#)
- 19.4 [Local Percentage](#)
- 19.5 [Recovery of VDOT Costs](#)
- 19.6 [Non-Completion of Projects](#)
- 19.7 [Record Review](#)
- 19.8 [Comprehensive Annual Financial Report \(CAFR\)](#)
- 19.9 [Key Submittals/Requirements](#)
- 19.10 [Regulatory Requirements](#)
- 19.11 [Miscellaneous References](#)

Part 4 EXAMPLES OF LPA SUBMISSION DOCUMENTS

[Examples of LPA Submission Documents](#)