



Maine Department of Transportation
TRANSPORTATION ENHANCEMENT PROGRAM

Application for Funds
FY 2008-2009

Only complete applications will be accepted – **7 copies are requested**

Section 1 – Applicant/Sponsor Information		
Applicant/Sponsor's Agency/Organization - Must indicate one of the following:		
<input type="checkbox"/> State Agency <input type="checkbox"/> Municipal/County Govt. <input type="checkbox"/> MPO <input type="checkbox"/> Quasi/Governmental Agency <input type="checkbox"/> Other (Specify)		
Applicant/Sponsor's Agency/Organization Name:		
Contact Person:	Title:	
Daytime Phone:	Fax #:	
E-Mail Address:		
Mailing Address:		
City:	State:	Zip:

The applicant/sponsor recommends that this project be selected for funding through the Transportation Enhancement Program and attests a commitment to the project's development, implementation, construction, maintenance, management, and financing:

Authorized Signature

Title

Date

This signature indicates the willingness of the project applicant/sponsor to provide the designated level of matching funds and its willingness to enter into a municipal/state agreement with the Department requiring the applicant/sponsor to administer the development, design, and construction of the project abiding to Federal, State, and Local requirements. The applicant will also be responsible for future maintenance of the completed project. Note that design should meet all applicable Federal and State Standards and ADA Guidelines.

Section 2 - Eligibility Criteria

NOTE: For help at any time, please refer to the MaineDOT Contact Information found in Attachment 1, or call Duane Scott at (207) 624-3309.

Eligible Category - Check (✓) all that apply:

- Bicycle/Pedestrian
- Environmental
- Historic
- Scenic/Landscape
- Other

Other Eligibility Considerations:

Is this project located within a Metropolitan Planning Organization (MPO)? Yes No N/A
(If Yes, this project must be coordinated with the appropriate MPO - see Attachment 1.)

Does the project have the endorsement of your local governing body? Yes No
(If Yes, a letter of endorsement must be included.)

Does the project have community/public support? Yes No
(If Yes, letters of endorsement must be included.)

Is the municipality willing to become LPA Certified and enter into a municipal/state agreement with the Department requiring the municipality to administer the development, design, construction, and maintenance of the project abiding to Federal, State, and Local requirements? Yes No
(See Page 1, Attachment 2 and Attachment 3.)

Is the municipality prepared to assume responsibility to acquire and furnish any additional rights-of-way necessary to construct and maintain the project? Yes No
(See Article II, Section I, Item 3 of Attachment 2.)

An answer of No to any of the above questions may eliminate the project from consideration.

Section 3 - Project Information

Project Description - Attach additional sheets if necessary including plans, maps, etc:

- a. Project name: _____

- b. Project location/termini - please be specific and include a location map and/or photos: _____

c. Detailed description of proposed activities: _____

For bicycle and/or pedestrian projects, please complete (d) and (e). All others please go to (f).

d. Describe why this project is important to your community and how it will improve existing conditions for bicycling or walking from a safety perspective or in terms of providing greater access. Describe the main users of the project by type or classification (e.g. commuters, school children, recreational users, elderly, disabled, etc.). _____

e. Describe how this project contributes to the bicycling and walking system or network in your community (include a description of the existing bicycling or walking facilities at either end of the project). Include a list of any major origins or destinations that will be connected or served by the project. _____

f. Describe any current and/or previous uses of the project area: _____

g. Please explain current and future ownership of the property. Include any proof of ownership and/or easement documentation: _____

For historic projects, please complete (h) through (k). All others please go to (l).

h. Is the property listed in the National Register of Historic Places or has it been determined to be eligible for listing by the State Historic Preservation Officer (SHPO)? (submit documentation) _____

i. What is the property's level of significance (local, state, national, National Historic Landmark), as stated in the National Register documentation or letter from the SHPO? _____

j. In narrative form, explain how this project will address critical needs that threaten the survival of the property: _____

k. In narrative form, describe how your project has been developed in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties: _____

l. Explain how your project would improve your community's transportation network: _____

m. Identify and approximate the number of customers served by the project: _____

n. Describe impacts and/or benefits – e.g., Service Center Community, Designated Growth Area, Streetscape/Livability, Downtown Revitalization, Safety, Wellness, Smart Growth, Accessibility, Tourism, Transportation System Efficiencies, Reduced Vehicle Miles Traveled:

o. Does the municipality have a comprehensive plan? Yes No In process
If Yes or In process, how does this project relate to your plan? (please attach appropriate excerpts)

p. Please explain the 20 year maintenance plan for the project (see Attachment 2, Article II, Section P):

q. Explain implementation plan for the project: Begin/End PE & Design Dates: _____
Advertise Date: _____ Begin/End Construction Dates: _____

Will this work be coordinated with another project? _____

Will this work occur over a water body; in a wetland? _____

List other partners/participants: _____

Section 4 - Budget Information

Total Project Cost * \$ _____
Transportation Enhancement Funds Requested \$ _____
Local Cost Share (minimum 20% of Total Cost) ** % _____ \$ _____

Fully describe local share and source (e.g., municipal or district funds, private donations, etc. and assurance of local share (in-hand or still to be approved by voters or raised)): _____

*** Please submit a detailed, professional (engineer's) cost estimate in support of costs above.**

** This application must be accompanied by a letter from the appropriate MPO, town/city, or other sponsoring agency showing willingness to provide at least 20% matching funds. Partnering with other non-USDOT funds is acceptable and overmatch is welcome. (Force account work with verifiable wage rates is permissible.)

Note: The project agreement dictates that a line item budget will be submitted to the Department for approval before any work can begin. Any work done prior to written approval by the Department will not be reimbursable. See Attachment 2, Article II, Section A.

Section 5 - Submittal Information

Please mail or fax this application with letter of commitment from the sponsoring agency to:

Maine Department of Transportation
Bureau of Planning
Attn: Transportation Enhancement Coordinator
16 State House Station
Augusta, ME 04333-0016

Telephone: (207)624-3300
Fax: (207)624-3301
TTY: (207)287-3392

Section 6 – Attachments

- Attachment 1 - Contact Information
- Attachment 2 - Sample Municipal/State Agreement
- Attachment 3 - Locally Administered Project (LAP) Brochure

ATTACHMENT 1 - Contact Information

Municipalities within Metropolitan Planning Organizations (MPO) must submit their project applications to MaineDOT through the MPO and be included in the MPO's Transportation Improvement Program (TIP). Below are the four MPO areas in Maine:

Androscoggin Transportation Resource Center (ATRC)
Androscoggin Valley Council of Governments
125 Manley Road
Auburn, ME 04210
(207)783-9186

Bangor Area Comprehensive Transportation System (BACTS)
Eastern Maine Development Corporation
40 Harlow Street
Bangor, ME 04401
(207)942-6389 or (800)339-6389

Kittery Area Comprehensive Transportation Study (KACTS)
Southern Maine Regional Planning Commission
21 Bradeen Street, Suite 304
Springvale, ME 04083
(207)324-2952

Portland Area Comprehensive Transportation Committee (PACTS)
Greater Portland Council of Governments
68 Marginal Way
Portland, ME 04101
(207)774-9891

MaineDOT Contact Information:

Duane Scott, Transportation Enhancement Coordinator
Bureau of Planning
16 State House Station
Augusta, ME 04333-0016

TEL: (207)624-3309
FAX: (207)624-3301
TTY: (207)287-3392
duane.scott@maine.gov

Steve Harris, Local Projects Coordinator
Bureau of Project Development
16 State House Station
Augusta, ME 04333-0016

TEL: (207)624-3329
FAX: (207)624-3431
TTY: (207)287-3392
steve.harris@maine.gov

Dan Stewart, Bicycle/Pedestrian
Office of Passenger Transportation
16 State House Station
Augusta, ME 04333-0016

TEL: (207)624-3252
FAX: (207)624-3251
TTY: (207)287-3392
dan.stewart@maine.gov

Judy Gates or David Gardner
Environmental/Historic/Landscape/Scenic
Environmental Office
16 State House Station
Augusta, ME 04333-0016

TEL: (207)624-3100
FAX: (207)624-3101
TTY: (207)287-3392
judy.gates@maine.gov
david.gardner@maine.gov

ATTACHMENT 2 – Sample Municipal/State Agreement

**TRANSPORTATION ENHANCEMENT
PROJECT AGREEMENT**

between the

Municipality of (Municipality)

and the

State of Maine, Department of Transportation

Federal Project Number (Project Number), State PIN (PIN Number)

Description of Project

This AGREEMENT is made this _____ day of _____, 200__, by and between the Department of Transportation, an agency of the State of Maine, having its principal office in Augusta, County of Kennebec, State of Maine {hereinafter called the **DEPARTMENT**}, and the Municipality of (Municipality), a municipal corporation and body politic, having its principal office in the Municipality of (Municipality), County of (County), State of Maine {hereinafter called the **MUNICIPALITY**}.

W I T N E S S E T H

WHEREAS, in 1998, the **DEPARTMENT** solicited project applications from interested municipalities in the State of Maine for eligible pedestrian/bicycle projects under the Federal Transportation Enhancement Program; and,

WHEREAS, the project described herein was selected by the **DEPARTMENT** for inclusion in its 2000-2001 Biennial Transportation Improvement Program for partial funding; and,

WHEREAS, this AGREEMENT sets out the terms and conditions of the **DEPARTMENT's** Transportation Enhancement funding to the **MUNICIPALITY**;

NOW, THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

ARTICLE I. DEFINITIONS

When used within this AGREEMENT, the terms listed below shall have the following meaning:

Project: The work to be performed by or for the **MUNICIPALITY** and accepted by the **DEPARTMENT** for partial funding through a Transportation Enhancement Project Program funds as more fully described in the **MUNICIPALITY's** application, as amended from time to time {hereinafter called the **PROJECT**}.

Project Coordinator: The person designated by the **MUNICIPALITY** to coordinate and manage all local responsibilities regarding the **PROJECT**. This individual also serves as the municipal liaison with the **DEPARTMENT**.

Project Manager: The person designated by the **DEPARTMENT** to coordinate and manage all State responsibilities regarding the **PROJECT**. This individual also serves as the State liaison with the **MUNICIPALITY**.

ARTICLE II. PROJECT DEVELOPMENT

A. The **MUNICIPALITY** shall submit an acceptable line item budget containing an itemization of estimated **PROJECT** costs to the **DEPARTMENT** for approval.

1. Once such a budget is approved by the **DEPARTMENT**, expenditures may not exceed any single cost category or budget line item amount by more than ten percent {10%} without the **DEPARTMENT**'s approval.

2. In no event shall the total of all **PROJECT** expenditures exceed the total amount authorized for the **PROJECT** as hereinafter provided in Section N of this ARTICLE II.

B. The **MUNICIPALITY** shall not perform or authorize any services or work under this AGREEMENT without first receiving the express approval to do so in writing from the **DEPARTMENT**.

1. Such approval shall be contingent upon the **DEPARTMENT** receiving authorization from the Federal Highway Administration {hereinafter called the **FHWA**} for Federal participation in the **PROJECT** costs. The **DEPARTMENT** shall not unreasonably withhold such approval.

2. *All costs incurred by the **MUNICIPALITY** prior to receiving such approval from the **DEPARTMENT** shall be ineligible for Federal participation and, therefore, not reimbursable by the **DEPARTMENT** under the provisions of ARTICLE III. Any such ineligible costs may not be credited to the **MUNICIPALITY**'s matching share responsibilities for the non-Federal portion of **PROJECT** costs.*

C. The **MUNICIPALITY** shall develop and prepare all of the necessary design plans, specifications, estimates and contract documents for the **PROJECT**, as directed by the **DEPARTMENT**, in accordance with the **DEPARTMENT**'s standards and procedures for procuring construction contracts for Federal-aid projects. The **MUNICIPALITY** shall submit all such plans, specifications, estimates and contract documents to the **DEPARTMENT** for review and approval prior to procuring any such contract.

1. All design shall conform to the applicable standards of the American Association of State Highway and Transportation Officials (AASHTO) or equivalent.

2. All plans and specifications shall adhere to the **DEPARTMENT**'s utility accommodation policy as set forth in its "*Policy On Above Ground Utility Locations*".

3. The **MUNICIPALITY** shall develop and prepare all documentation relating to utilities, be responsible for coordinating all matters relating to utilities, and submit all necessary documentation to the **DEPARTMENT** prior to requesting authorization to solicit competitive bids.

D. The **MUNICIPALITY** may contract for engineering and design services, as necessary, to develop, design or construct the **PROJECT**, provided:

1. The selection and retention of any individual or firm to provide or furnish any engineering or design related services for the **PROJECT** shall be based upon qualifications in accordance with the **DEPARTMENT**'s consultant selection and retention procedures.

2. No contract for such services shall be awarded without the express written approval of the **DEPARTMENT** pursuant to the provisions set forth under Part 172 of Title 23 in the United States Code of Federal Regulations {CFR}, specifically those provisions set forth under Section 172.5(d).

a. The **MUNICIPALITY** shall specifically monitor all work performed under any such contract pursuant to the provisions of 23 CFR 172.13.

b. The **DEPARTMENT** may accept or reject any work performed or procured under any such contract pursuant to the provisions of 23 CFR 172.5(d).

E. The **MUNICIPALITY** shall develop and prepare all environmental studies and reports for the **PROJECT**. All such studies and reports shall be submitted to the **DEPARTMENT** for review.

F. The **DEPARTMENT** shall prepare and submit to the **FHWA**, for concurrence, all environmental documentation required for the **PROJECT** under the provisions of the "*National Environmental Policy Act*" (NEPA).

G. The **MUNICIPALITY** shall obtain all approvals, permits, and licenses required to construct the **PROJECT**.

H. The **MUNICIPALITY** shall provide for public participation in the development of the **PROJECT**.

I. The use of all public land under the ownership or control of the parties hereto shall be made available for all purposes necessary or incidental to the **PROJECT** without any cost to the **PROJECT**.

1. The **DEPARTMENT** shall retain all right, title and interest that it presently holds in and to any of the property used for the **PROJECT**.

2. Any municipal property that is used for the **PROJECT** shall be dedicated for public use, *in perpetuity*, by the **MUNICIPALITY**.

a. Such dedication shall include a suitable monumented boundary and an engineering description sufficient to locate and define such land with ties to a reproducible control line.

b. The **MUNICIPALITY** shall forward to the **DEPARTMENT** a copy of such dedication, with description, prior to being authorized to solicit bids for construction of the **PROJECT**.

3. The **MUNICIPALITY** shall acquire and furnish any additional right-of-way necessary to construct and maintain the **PROJECT**.

a. All such rights-of-way shall be acquired in accordance with the "*Uniform Relocation Assistance and Real Property Acquisition Act of 1970*" as amended by the United States Congress in 1987 (the Uniform Act) pursuant to the provisions set forth under 49 CFR Part 24.

b. The **MUNICIPALITY** or its consultant shall follow the "*Real Estate Acquisition Guide for Local Public Agencies*" published by the **FHWA**.

c. All such rights-of-way shall be acquired prior to advertising for construction bids and shall be held *inviolate* from all encroachments. The **MUNICIPALITY** shall certify in writing to the **DEPARTMENT** that all such rights-of-way have been acquired prior to being allowed to solicit bids as herein provided in Paragraph J of this ARTICLE.

4. The **MUNICIPALITY** shall furnish to the **DEPARTMENT** a right-of-way map or similar plan prepared in accordance with the **DEPARTMENT**'s specifications detailing all right-of-way acquired for, donated to or dedicated to the **PROJECT**.

5. The **MUNICIPALITY** shall develop and implement a maintenance plan acceptable to the **DEPARTMENT** which assures an appropriate level of maintenance necessary to maintain the improvements constructed under the **PROJECT** in order to preserve the use and function thereof as intended by the **PROJECT** and this AGREEMENT.

6. The **MUNICIPALITY** shall maintain and operate the completed facility for its intended public purpose for a period of twenty (20) years or its useful design life, whichever is longer.

J. Upon written approval of the **DEPARTMENT**, the **MUNICIPALITY** shall solicit for competitive bids and award a contract to construct the **PROJECT** as follows:

1. Competitive bids shall be solicited to construct the **PROJECT** in accordance with the plans and specifications approved by the **DEPARTMENT**.

2. Such solicitation and all procedures pertaining to the procurement of such a contract shall be in accordance with the **DEPARTMENT**'s procurement policy and procedures for Federal-aid projects, unless otherwise approved in writing by the **DEPARTMENT**.

3. Both the **MUNICIPALITY** and the **DEPARTMENT** shall have the right to accept or reject any and all bids received as a result of such solicitation.

4. The **MUNICIPALITY** shall not award any such contract without the express written approval of the **DEPARTMENT**.

5. Any construction contract shall specify that the **PROJECT** be constructed in compliance with the latest edition of the **DEPARTMENT**'s "*Standard Specifications for Highways and Bridges*" and other applicable special provisions.

6. Upon award, the **MUNICIPALITY** shall arrange for a preconstruction meeting to coordinate the construction of the **PROJECT** with the Project Manager, the Contractor, and any and all utilities and other parties directly involved in such construction.

K. The **MUNICIPALITY** shall administer any construction contract and provide all of the necessary supervision, inspection and documentation required to insure that the **PROJECT** is completed satisfactorily in accordance with the plans, specifications and provisions of such contract.

1. The **MUNICIPALITY's** Project Coordinator or his/her qualified designee shall be in responsible charge of the **PROJECT**, at all times.

2. The **MUNICIPALITY** shall use procedures acceptable to the **DEPARTMENT** to document the quantity and quality of all work performed under this **AGREEMENT** in an accurate and consistent manner. The municipality shall submit construction progress reports to the department weekly. All documentation, including all source documents used as the basis of payment for such work, shall become part of and shall be kept with the **PROJECT** record and retained as hereinafter provided under **ARTICLE IV, Paragraph A.**

3. The **MUNICIPALITY** shall provide for all testing required for the **PROJECT.**

4. Traffic throughout all work areas of the **PROJECT** shall be controlled in accordance with the provisions of Part VI of the "*Manual on Uniform Traffic Control Devices for Streets and Highways*" {MUTCD}, as published by the **FHWA.**

5. Any work involving force account procedures shall require the express written approval of the **DEPARTMENT** prior to so doing.

6. Upon completion of the **PROJECT**, the **MUNICIPALITY** shall provide compliance certification that the **PROJECT** was constructed, quantities were measured and documented, and materials were tested in accordance with the plans, specifications and provisions of the construction contract, and in accordance with the policies and procedures approved by the **DEPARTMENT.**

L. The **DEPARTMENT** may inspect construction activities and all documentation pertaining thereto at any time during the period of construction and may test any of the materials used therein to ensure compliance with the provisions and specifications of the construction contract. The **DEPARTMENT** may reject any work or materials not in such compliance. Upon completion of the construction, the **DEPARTMENT** will inspect the **PROJECT** to determine the acceptability thereof prior to paying any final claim for reimbursement of **PROJECT** costs as hereinafter provided under **ARTICLE III, Paragraph C.2.**

M. Upon completion of construction, the **MUNICIPALITY** shall provide the **DEPARTMENT** with a set of reproducible *as-built* plans of the **PROJECT** on Mylar or equivalent archival quality material acceptable to the **DEPARTMENT** suitable for permanent filing.

N. The **MUNICIPALITY** shall make no changes in the scope or objectives of the **PROJECT**, or any of the costs thereof other than as hereinafter provided without the express written approval of the **DEPARTMENT**.

1. An approved change or extra work order shall be required to increase the cost of the **PROJECT** whenever expenditures are expected to exceed any approved single cost category or budget line item amount by more than ten percent {10%} or whenever the total of all participating **PROJECT** costs, as hereinafter defined under ARTICLE III, Paragraph A, is expected to exceed the sum of (written amount of project) Dollars {\$amount of project}. In no event shall the total of all such participating **PROJECT** costs exceed the sum of (written amount of project) Dollars {\$amount of project}, without the express written approval of the **DEPARTMENT**.

2. An approved change or extra work order shall also be required to revise, modify or change the scope or objectives of the **PROJECT** or any cost sharing or reimbursement provisions set forth herein, to extend or shorten the period of this **AGREEMENT** or to change any of the other terms set forth herein.

O. The **MUNICIPALITY** shall assure that all work undertaken by the **MUNICIPALITY** or any of its consultants pursuant to this **AGREEMENT** conforms to all applicable Federal, State and local laws. In part, Federal laws and regulations covering such work are set forth under Title 23 in the United States Code {USC} for applicable statutory law and 23 CFR for applicable administrative law. General administrative requirements relative to Federally funded activities are also contained under 49 CFR, Part 18 entitled, "*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*". Allowability for participating costs is set forth and described in the Executive Order of the President of the United States' Office of Management and Budget {OMB} Circular A-87 entitled, "*Cost Principles for State and Local Governments*".

P. The **MUNICIPALITY** shall maintain and operate the completed facility for its intended public purpose for a period of twenty (20) years or its useful design life, whichever is longer.

ARTICLE III. COST SHARING & REIMBURSEMENT PROCEDURES

A. A portion of the cost to conduct the **PROJECT** shall be provided by the **DEPARTMENT** using Federal funds available to it through the **FHWA** at the approximate rate of (rate spelled out) percent {percent in number form%} of all **PROJECT** costs deemed eligible for Federal participation in accordance with all applicable Federal laws and regulations as hereinbefore referenced under ARTICLE II, Paragraph O.

B. The **MUNICIPALITY** shall be responsible for all of the non-Federal or matching share of all participating **PROJECT** costs. The **MUNICIPALITY** shall also be responsible for all **PROJECT** costs deemed ineligible for Federal participation, including those as hereinbefore provided under ARTICLE II, Paragraph B.2 and as hereinafter provided under Paragraph C.4., unless otherwise agreed to in writing as hereinbefore provided under ARTICLE II, Paragraph N.2.

C. The **DEPARTMENT** shall reimburse the **MUNICIPALITY** for all the Federal share of all participating **PROJECT** costs hereinbefore described under Paragraph A, as follows:

1. The **MUNICIPALITY** shall bill the **DEPARTMENT** no less than monthly for all claims for all allowable direct and actual **PROJECT** costs incurred under the provisions of this **AGREEMENT**. Costs are incurred whenever work is performed, goods and services are received or a cash disbursement is made. All claims for such costs shall be submitted on the **MUNICIPALITY's** billhead or invoice and be itemized in at least the same detail as itemized in the approved **PROJECT** budget. Each claim so submitted shall include an accumulative total for all costs incurred by cost category or budget line item. Each claim shall also include a certification from the Project Coordinator that all amounts so claimed for reimbursement are correct, due and not claimed previously and that all work for which such reimbursement is being claimed was performed in accordance with the terms of this **AGREEMENT** or any specific contract applicable thereto approved by the **DEPARTMENT** under the terms of this **AGREEMENT**.

2. In the event that less than One Thousand Dollars {\$1,000.00} in such reimbursable costs are incurred in any one month period or regularly scheduled billing period of at least one month duration, the **MUNICIPALITY** shall defer any such claim therefore until the next month or regularly scheduled billing period in which at least One Thousand Dollars {\$1,000.00} in such reimbursable costs have been incurred or until the last or final claim is submitted for reimbursement. Payment of any claim may be subject to a final inspection of the **PROJECT** by the **DEPARTMENT** to determine the acceptability thereof as hereinbefore provided under **ARTICLE II, Paragraph L**.

3. The **DEPARTMENT** shall deduct all of the **MUNICIPALITY's** share of such costs as hereinbefore described under Paragraph B of this **ARTICLE** prior to making any reimbursement. The **MUNICIPALITY** shall show such share on all bills so submitted.

4. In the event that the **MUNICIPALITY** withdraws from the **PROJECT**, suspends or delays the work on the **PROJECT** or takes some other action, including any acts of commission or omission, without concurrence of the **DEPARTMENT** which results in the loss of Federal participation in any of the reimbursable costs as provided herein, the **MUNICIPALITY** shall be responsible for all the Federal share of such costs and, if necessary, shall refund to the **DEPARTMENT** all of the Federal share of any reimbursements received which subsequently become ineligible for Federal participation. The **DEPARTMENT** shall have the additional remedy of withholding any funds that may become due to the **MUNICIPALITY** on account of this **PROJECT**.

ARTICLE IV. RECORD RETENTION, ACCESS REQUIREMENTS & AUDIT

A. The **MUNICIPALITY** shall maintain all **PROJECT** records for at least a period of three {3} years from the date of the last or final submission of claim for reimbursement for **PROJECT** costs in accordance with the provisions of 49 CFR 18.42(b), except as otherwise provided below:

1. In the event that any litigation, claim, negotiation, audit or other action involving such records has begun prior to the expiration of such period, then all records shall be retained until all action and resolution of all issues arising there from are complete if such action or resolution extends beyond the three year period hereinbefore described.

2. The **MUNICIPALITY** shall assure that, in accordance with the provisions of 49 CFR 18.42(b), the **DEPARTMENT**, the Federal Highway Administration, and, if necessary, the

Comptroller General of the United States, or any of their authorized representatives, shall have full access at any reasonable times to all records of the **PROJECT** for all purposes necessary to make audits, examinations, excerpts or transcripts.

B. The **MUNICIPALITY** shall assure that all applicable audit requirements are met in accordance with the provisions of OMB Circular A-133.

ARTICLE V. GENERAL PROVISIONS

A. The **MUNICIPALITY**, its employees, agents, representatives or consultants shall, in the performance of the work under this **AGREEMENT**, act in an independent capacity from the **DEPARTMENT**, and not as officers, employees or agents thereof.

B. Any amount paid out by the **DEPARTMENT** arising out of or from any errors, omissions or failures on the part of the **MUNICIPALITY** to meet professional standards of construction engineering and inspection shall be recovered from the **MUNICIPALITY** by reductions in any reimbursements due said **MUNICIPALITY** under the terms of this **AGREEMENT** or by any other legal means. The **DEPARTMENT** shall promptly notify the **MUNICIPALITY** if any potential claim arises under the provisions of this **ARTICLE**. The **MUNICIPALITY** shall be afforded full opportunity for a defense against any such claim. If it is subsequently determined that any such reduction in any reimbursement due the **MUNICIPALITY** by the **DEPARTMENT** was either arbitrary, capricious or fraudulent, then any amount so reduced shall be promptly paid.

C. The **MUNICIPALITY** shall indemnify and hold harmless the **DEPARTMENT** and its officers, agents and employees from any and all claims, suits or liabilities of every kind or nature arising out of or from any negligent, intentional, malicious or criminal act, error or omission by the **MUNICIPALITY** or any of its consultants occurring as a result of any work undertaken by the **MUNICIPALITY** pursuant to this **AGREEMENT**. This provision shall survive any termination or expiration of part or all of this **AGREEMENT** as hereinafter provided under **ARTICLE VI**, Paragraph C. Nothing herein shall, nor is intended to, waive any defense, immunity or limitation of liability which may be available to the **MUNICIPALITY** or the **DEPARTMENT**, its or their officers, agents or employees, under the Maine Tort Claims Act pursuant to the provisions of Title 14 of the Maine Revised Statutes Annotated {M.R.S.A.}, Section 8101 et seq. or any other privileges or immunities as may be provided by law.

D. The parties hereto agree that, where applicable, any information pertaining to right-of-way matters and all information pertaining to any detailed cost estimates shall be kept confidential pursuant to the provisions of 23 M.R.S.A., §63.

E. The **MUNICIPALITY** agrees to comply with all applicable equal employment opportunity requirements as follows:

1. During the performance of any work undertaken pursuant to this **AGREEMENT**, the **MUNICIPALITY** shall not discriminate against any employee or applicant for employment relating specifically to any work under this **AGREEMENT** because of race, color, religious creed, sex, national origin, ancestry, age or physical handicap unless related to a bona fide occupational qualification. The **MUNICIPALITY** shall take affirmative action to ensure that all such applicants are employed and all such employees are treated without regard to their race,

color, religious creed, sex, national origin, ancestry, age or physical handicap during any period of employment under this AGREEMENT. Such action shall include, but not necessarily be limited to: employment, upgrading, demotions, transfers, recruitment, layoffs or terminations, rates of pay or other forms of compensation and selection for all forms of training and apprenticeships. The **MUNICIPALITY** shall post, or cause to be posted, in a prominent manner in conspicuous places readily available to all employees and applicants for such employment hereunder, notices setting forth the provisions of this paragraph.

2. In all solicitations or advertising for employees placed by or on behalf of the **MUNICIPALITY** relating specifically to any work undertaken pursuant to this AGREEMENT, the **MUNICIPALITY** shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age or physical handicap.

3. The **MUNICIPALITY** shall send to each labor union or representative of any of its employees covered by a collective bargaining agreement or any other contract or understanding under which any labor, work or services are to be furnished towards the **PROJECT** under terms of this AGREEMENT, a notice advising all such labor unions or representatives of employees of the **MUNICIPALITY's** commitment under this ARTICLE and shall post copies of such notice prominently in conspicuous places readily available to all such employees and applicants for employment.

4. The **MUNICIPALITY** shall cause all of the foregoing equal employment opportunity provisions under this ARTICLE to be included in any contract for services or work undertaken pursuant to this AGREEMENT in such a manner that such provisions shall be binding upon each consultant except that the foregoing provisions shall not apply to any contract for the purchase of or the supply of standard commercial supplies or raw materials. To the maximum extent feasible, the **MUNICIPALITY** or any of its consultants shall list all suitable employment openings with the Maine Job Service. This provision shall not apply to employment openings which the **MUNICIPALITY** or any of its consultants propose to fill from within their own organization. The listing of such openings with the Maine Job Service shall involve only the normal obligations which pertain thereto.

F. The **MUNICIPALITY** shall require any and all consultants performing any of the services or work undertaken pursuant to this AGREEMENT to be insured in accordance with the provisions set forth under Section 110.3 of the **DEPARTMENT'S** Supplemental Specifications and Supplemental Standard Details for Construction, effective February 1, 2001 (DIVISION 100 - GENERAL CONDITIONS).

G. All plans, reports, notes, papers or other tangible work produced by or on behalf of the **MUNICIPALITY** under the terms of this AGREEMENT shall be the property of the **DEPARTMENT** and shall be turned over to the **DEPARTMENT** upon request following completion or termination of the **PROJECT**. The **MUNICIPALITY** shall be allowed an interest therein commensurate with its share of the **PROJECT** costs.

H. The **MUNICIPALITY** shall not sublet, sell, transfer, assign or otherwise dispose of this AGREEMENT or any portion thereof or any right, title or interest therein without the express written consent of the **DEPARTMENT**. No contract, agreement or transfer of this AGREEMENT shall in any case release or relieve the **MUNICIPALITY** from any liability under this AGREEMENT.

I. This AGREEMENT contains the entire agreement between the parties hereto relative to all matters of the PROJECT and neither party shall be bound by any statement, correspondence, agreement or representation made previous hereto which is not expressly contained herein.

J. The DEPARTMENT may postpone, suspend, abandon or otherwise terminate this AGREEMENT upon written notice to the MUNICIPALITY and in no event shall any such action be deemed a breach of contract. In the event that the reason for termination is other than for failure by the MUNICIPALITY, the DEPARTMENT shall give the MUNICIPALITY a written thirty {30} day notice of termination. Postponement, suspension, abandonment or termination may be taken for any reason by the DEPARTMENT or specifically as the result of any failure by the MUNICIPALITY or any consultant there under to perform any of the services required under this AGREEMENT to the satisfaction of the DEPARTMENT. Upon receipt of written notification from the DEPARTMENT that this AGREEMENT is to be postponed, suspended, abandoned or terminated for any of the foregoing reasons, the MUNICIPALITY or any consultant there under shall immediately cease all work or services subject to such termination, except any work required to protect the public health and safety, and turn over to the DEPARTMENT within thirty {30} days following the effective date of such termination, all PROJECT records and documentation pursuant to this AGREEMENT. Upon receipt of such records and documentation, the DEPARTMENT shall reimburse or arrange a settlement with the MUNICIPALITY in one of the following manners:

1. If the postponement, suspension, abandonment or termination is for any reason other than that set forth under subparagraph 2., below, the MUNICIPALITY shall be reimbursed for all work or services accomplished up until the effective date of such termination and pursuant to hereinbefore ARTICLE III, Paragraph A.
2. If the postponement, suspension, abandonment or termination is the result of any failure by the MUNICIPALITY or any consultant there under to correct any unsatisfactory performance after receiving fifteen {15} days written notice from the DEPARTMENT setting forth the basis of such dissatisfaction, the MUNICIPALITY's reimbursement shall be limited to payment for acceptable work or service accomplished until the effective date of such termination and pursuant to hereinbefore ARTICLE III, Paragraph A.

K. The DEPARTMENT may terminate this AGREEMENT and withdraw Transportation Enhancement Program funds if, after eighteen (18) months from the execution of this AGREEMENT, the MUNICIPALITY has not demonstrated substantial progress in the development of the PROJECT. Such termination shall not prohibit the MUNICIPALITY from resubmitting the PROJECT from future funding consideration.

ARTICLE VI. TERMS OF AGREEMENT

A. All of the provisions set forth under ARTICLES II and III, with the exception of ARTICLE II, Paragraphs I.5 and I.6, shall expire upon satisfactory completion of the terms set forth herein or three {3} years from the date hereof, whichever occurs first, unless otherwise terminated sooner or extended later in writing as hereinbefore provided under ARTICLE II, Paragraph N.2.

B. All of the provisions set forth under ARTICLES IV and V, except ARTICLE V, Paragraphs C and D, shall expire upon satisfactory completion of the terms set forth under ARTICLE IV, unless

terminated sooner or extended later in writing as hereinbefore provided under ARTICLE II, Paragraph N.2.

C. The indemnification provision set forth under ARTICLE V, Paragraph C, shall remain in full force and effect indefinitely or until specifically terminated, modified or amended in writing by the parties hereto or negated by operation of law.

ARTICLE VII. APPROVAL

This AGREEMENT has been approved and signed in quadruplicate originals by the parties below and becomes effective on the day and date first above written.

MUNICIPALITY OF (MUNICIPALITY NAME)

by: _____
(name & title of authorized official)

**STATE OF MAINE
DEPARTMENT OF TRANSPORTATION**

by: _____
Director, Bureau of Project Development

ATTACHMENT 3 – Locally Administered Project (LAP) Brochure

Locally Administered Maine Department of Transportation Projects

What is an LAP? A Locally Administered Project (LAP) is any MaineDOT project in which a municipality locally administers the development, design and construction of the project.

What is a typical LAP? Any MaineDOT project may be locally administered but typical LAPs are:

- Enhancement (bicycle & pedestrian)
- Pavement Resurfacing
- Traffic Signals
- Small Harbor Improvement Projects
- Park and Ride Lots

Who can administer an LAP? Any municipal official or municipal engineer can locally administer an MaineDOT project if they are LAP Certified by the MaineDOT?

What is LPA Certification? Locally Administered Project Certification is a two tier process. The first tier is training provided by the Department to educate municipal officials and municipal engineers as to the Federal and State requirements involved with transportation projects. The second tier is review of municipal resources prior to project handoff.

Why administer an LAP?

- ☺ Ability to coordinate a MaineDOT Project with local initiatives (sewer and water projects, downtown revitalization, etc.)
- ☺ Do the project NOW (not wait until the project gets into the MaineDOT development pipeline)
- ☺ Use local forces (engineering staff, force account) to develop the project
- ☺ Use project funds to subsidize local engineering staff and/or offset municipal cost share (if any).
- ☺ Fully ensure that all local needs are addressed.

How are LAPs funded? Federal and State LAPs are funded through a reimbursement program, not a grant. As the work progresses project costs are reimbursed.

What are Federal Highway Administration Requirements? If Federal funds are to be used for a LAP, FHWA has many process requirements. There are Federal process requirements for environmental, right of way and utilities as well as project design, construction and quality assurance standards. Navigation of FHWA processes and standards are detailed during MaineDOT LPA Certification training.

For more information on Locally Administered Projects and/or LPA Certification please contact:

Steve Harris, Local Project Coordinator
Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016

(207)624-3329
steve.harris@maine.gov