Locally Administered Projects: Administration & Finance





What is a Locally Administered Project?

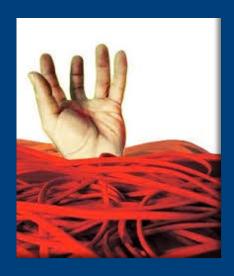
- Project funded by MaineDOT and managed by a city, town or other agency.
- MaineDOT guides process and makes necessary approvals at key milestones.
- Federal / State requirements apply.





Why are you here?

These may be local projects
BUT ... strings are attached.



Money carries requirements.

This training & the LPA Manual set out rules.

How are projects funded?

- Active Transportation Program
- Planning Partnership Initiative
- Village Partnership Initiative
- Small Harbor Improvement Program





Role of Local Administrator

- Federal money: Must be a qualified full-time local public employee.
 - State money: Qualified employee or official
- Administrator oversees budget, schedule, contracting, and adherence to the rules.
- Consultants cannot replace public employees as administrators.



Basic Requirements

- Consultants: Best qualified, NOT lowest price.
- Construction: Low bidder.
- Design & construction: Design standards, MaineDOT specifications and ADA apply.
- Environmental laws apply (National Environmental Policy Act - NEPA).
- Right-of-way: Just compensation based on fair market value.
- Civil rights & labor laws apply (Davis-Bacon)



What about the money?

- Reimbursement –NOT a grant up front.
- You incur expenses, submit invoices.



- MaineDOT may approve an invoice or ask for corrections.
- MaineDOT pays its share: ranges from 50% to 80%, based on funding source.



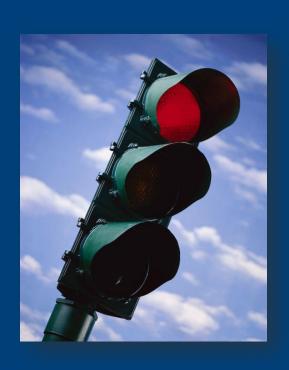
What's Reimbursable?

- Engineering
- Environmental work
- Right of Way
- Utility coordination
- Advertising and awarding the project
- Construction/Oversight



What's NOT Reimbursable?

- Costs not meeting federal/state rules:
 - Expenditures before Notice to Proceed.
 - Contracts signed without MaineDOT OK.
 - Design costs if project withdrawn
- Administration:
 - Doing paperwork
 - Attending meetings
- Maintenance



Invoices

- Submitted at least every 6 months
- Letter 4, available online:
 https://www.maine.gov/dot/programs-services/local-roads-and-projects/guidance-for-locally-administered-projects/documents-and-resources
- Attach the following:
 - Worksheet found at the same web page;
 - Invoices and payments; and
 - Progress Report.



MaineDOT Costs

MaineDOT generally will charge time for:

- Design plan / contract reviews
- Environmental work (NEPA)
- Survey and right-of-way (state highways)
- Materials testing at MaineDOT labs
- Site visits / final inspection of project



How much?

Budget 12%-15% for MaineDOT time.

Remember ...

- More time charged to complicated projects than straightforward ones.
- More time charged if there are issues.
- More time charged if right-of-way impacts.



How long does everything take?





Project start-up

~ 2-3 months

- Grant awarded
- Agreement signed.
- Notice to Proceed given.
- "Kickoff" meeting held (Tier II certification.)



Pre-construction Work

Typically, 2 to 3 years

- Hire consultant engineer or use municipal engineering staff.
- Develop design plans and project specifications.
- Identify impacts & obtain permits.
- Coordinate with utilities.
- Work with MaineDOT to carry out right-of-way process.





Advertise & Construction

After receiving construction authorization:

- Advertise for bids 3 weeks.
- Review bids 30 days.
- Award project to low bidder.
- Notice to Contractors
- Hold pre-construction meeting.
- Document & inspect work.
- Perform final inspection of completed project.
- Accept & close out project, keep records.



Stressed?

You have resources:

- LPA Manual
 - Checklists
 - Form Letters



- Project Manager
- Other communities
- Consultants



MaineDOT Website

Local Project Administration Homepage:

https://www.maine.gov/dot/programs-services/local-roads-and-projects/guidance-for-locally-administered-projects/documents-and-resources

Local Project Administration Manual:

https://www.maine.gov/dot/programs-services/local-roads-and-projects/guidance-for-locally-administered-projects/manual-reference-guide

Documents needed for a project:

https://www.maine.gov/dot/programs-services/local-roads-and-projects/guidance-for-locally-administered-projects/documents-and-resources



Certification Quiz

Link: https://www.maine.gov/dot/programs-services/local-roads-and-projects/guidance-for-locally-administered-projects/certification-training-materials

- Use manual and slides.
- Due by end of day Friday, November 14th
- Passing score is 75% (30/40).
- If you don't get an email within 1-2 days, we may not have received your quiz.
- Email AJ Paradis if you run into issues.



Remember:

- If you don't know ASK
- Check in regularly with MaineDOT.
- Document ... Document ... Document





MaineDOT Contacts

- AJ Paradis, Local Projects Coordinator (207) 530-0938 or <u>Armand.j.paradis@maine.gov</u>
- Project Managers:
 - Aurele Gorneau: <u>Aurele Gorneauii@maine.gov</u>
 - o Barry Breton: Barry.A.Breton@maine.gov
 - Joseph Stilwell: Joseph.R.Stilwell@maine.gov
 - Mike Laberge: Michael.Laberge@maine.gov
 - Dan Loring: <u>Daniel.M.Loring@maine.gov</u>

