

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 - ❖ Design costs – if project withdrawn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.
- 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, May 29th**
- 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

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