

# 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.



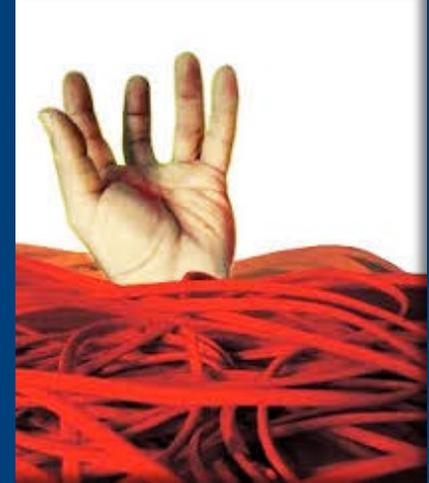
# How are projects funded?

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



# Why are you here?

- These may be local projects **BUT** ... strings are attached.
- Money carries requirements.
- This training & the LPA Manual set out rules.



# 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.



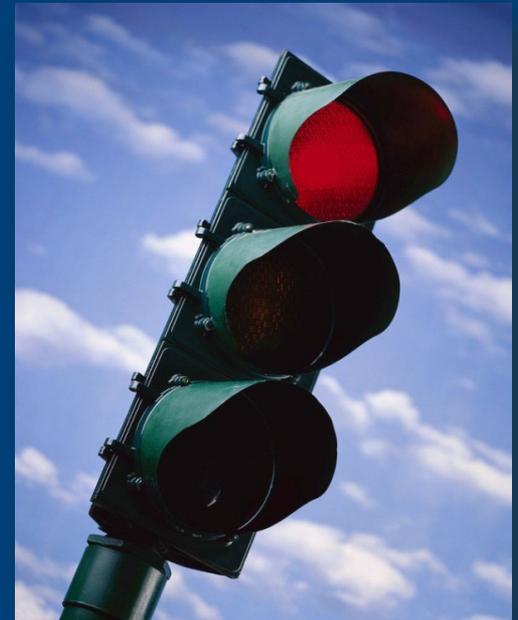
# What's Reimbursable?

- 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  - ❖ Design costs – if project withdrawn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:  
[www.maine.gov/mdot/lpa/lpadocuments/](http://www.maine.gov/mdot/lpa/lpadocuments/)
- **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:  
[www.maine.gov/mdot/lpa/](http://www.maine.gov/mdot/lpa/)
- Local Project Administration Manual:  
[www.maine.gov/mdot/lpa/manual/](http://www.maine.gov/mdot/lpa/manual/)
- Documents needed for a project:  
[www.maine.gov/mdot/lpa/lpadocuments/](http://www.maine.gov/mdot/lpa/lpadocuments/)

# Certification Quiz

## Link:

[www.maine.gov/mdot/lpa/certification/](http://www.maine.gov/mdot/lpa/certification/)

- Use manual and slides.
- Due by end of day **Thursday, May 1st**
- 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.

# MaineDOT Contacts

- **AJ Paradis**, Local Projects Coordinator  
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- **Project Managers:**
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# Remember:

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

