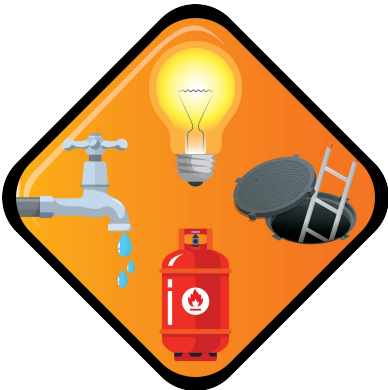


MaineDOT Local Project Administration

Manual & Resource Guide



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Local Project Administration Manual & Resource Guide

Administration & Finance



MaineDOT

Integrity - Competence - Service

Chapter 1 - Updated February 2025

Administration & Finance

Each year, communities repair roads, build sidewalks, make intersections safer, and improve their waterfronts through a partnership known as Local Project Administration. In this partnership, a staff member with decision-making authority manages what is known as a Locally Administered Project in cooperation with MaineDOT, which provides funding, technical assistance, and oversight.

The organizations that typically take on locally administered projects are cities, towns and transportation agencies, each of which will be referred to as a local public agency, or LPA. The professionals eligible to oversee them are city/town managers, municipal engineers, public works directors, planners, community development directors, and agency administrators, all of whom must follow the policies and procedures in this Manual.

Chapter 1 offers guidance on the administrative and financial requirements for locally sponsored projects awarded federal and state transportation funding. The following topics are covered:

- Approval of local administration (page 1-1);
- Certification (page 1-2);
- Local responsibilities (page 1-2);
- MaineDOT responsibilities (page 1-3);
- Financial requirements (pages 1-4 to 1-7);
- Record-keeping / Evaluation (page 1-8);
- Project timetable (page 1-9);
- Appendix 1A: Project checklist (page 1-10);
- Appendix 1B: Submittals to MaineDOT (page 1-17) – *updated, February 2025*.



➞ Resources for local agencies are available online: www.mainedot.gov/lpa/

1.1 Approval of Local Administration

MaineDOT is accountable for the federal and state transportation funding provided to Maine, including sub-awards to local public agencies. MaineDOT, therefore, must verify that organizations are adequately staffed and suitably equipped to deliver projects, with sufficient accounting controls. If a project has federal transportation funding, the person serving as the project administrator must be a **full-time** employee of the sponsoring LPA.

Once MaineDOT approves a grant application and awards funding, MaineDOT managers from appropriate disciplines weigh the size and structure of the sponsoring local public agency against the scope of work to gauge the likelihood of the project succeeding if administered locally.

Requests to administer federal-aid projects should be sent to MaineDOT's Local Projects Coordinator in the format of *Letter 1*, found on page 1-18, with the following:

- Name, title and responsibilities of the full-time employee who would manage the project;
- An agency's experience in delivering projects of similar size and scope; and
- Documentation of the organization's track record of managing federal and state funds.

If MaineDOT determines that local administration is appropriate, MaineDOT will enter into a project agreement with the sponsoring LPA. If MaineDOT concludes that local administration would not be suitable for the scope of work, MaineDOT will administer the project for the LPA.

Note: Projects funded through MaineDOT's Municipal Partnership Initiative (MPI) and Small Harbor Improvement Program (SHIP) must be locally administered. Local project administration also should be considered for any project off the state highway system – if the sponsoring LPA has the full-time personnel and financial capacity to manage the work.

1.2 Certification

MaineDOT grants Local Project Administration certification to individuals, meaning that the person in charge of a federal-aid project must be certified. Without a certified person on staff, an LPA cannot administer a project with federal transportation money.

Certification is mandatory for federal-aid projects, as follows:

Tier I certification is granted upon completion of a one-day training covering the basics of delivering a project. It is valid for **four years**.

Tier II certification consists of an additional review at project kickoff, during which MaineDOT and local staff go over the scope, budget, schedule and requirements. This review is held for all projects, regardless of funding source.



Certification is recommended for engineering consultants and for local staff likely to manage projects through the state-funded Small Harbor Improvement Program (SHIP) and Heads Up pedestrian safety program.

1.3 Local Responsibilities

If an LPA takes on a federally funded project, a **full-time** employee with decision-making authority, MaineDOT certification and appropriate qualifications – *set out on the next page* – must manage the project. Although consultants may assist local agencies, they cannot replace public employees as project administrators. That is a federal requirement, found in Title 23 of the U.S. Code of Federal Regulations (CFR), part 635.105 (Supervising Agency).

Projects without federal funds, typically awarded through state grant programs, have flexibility from the full-time oversight requirement. Still, project administrators must be employees of the sponsoring agencies who are appropriately qualified to manage such projects, as determined by MaineDOT.

MaineDOT expects every local project administrator to carry out the tasks listed below:

- ☐ Ensuring that all requirements in the project agreement with MaineDOT are met;
- ☐ Soliciting and administering contracts with consultants and contractors;
- ☐ Facilitating meetings and other public participation events;
- ☐ Overseeing the proposed schedule to ensure that a project is delivered on time;
- ☐ Reviewing the work of staff and consultants in the development of the project;
- ☐ Signing off on requests for reimbursement and other financial transactions to guard against waste, fraud and abuse;
- ☐ Staying informed about day-to-day project activities.

Note: If a certified local project administrator leaves, another full-time employee must step in. If necessary, MaineDOT may ask an LPA to stop work until an employee can be certified.

1.4 MaineDOT Responsibilities

As the agency primarily accountable for the federal and state transportation funding that Maine receives, MaineDOT assigns state project managers and technical staff to provide oversight and assistance on locally administered projects.

Activities that MaineDOT will perform generally consist of the following:

- ☐ Preparing and executing state/local project agreements;
- ☐ Reviewing/approving all contracts between local agencies and other parties;
- ☐ Authorizing work at the milestones found in the flowchart on page 1-9 of this chapter;
- ☐ Reviewing/approving local invoices requesting reimbursement;
- ☐ Conducting survey work for projects on state highways;
- ☐ Reviewing design plans to be sure that projects meet federal and state requirements;
- ☐ Carrying out the National Environmental Policy Act (NEPA) review process;
- ☐ Leading the right-of-way process for projects on state highways;
- ☐ Reviewing the final plans, specifications and estimate (PS&E) package;
- ☐ Ensuring that the oversight and inspection of construction are adequate;
- ☐ Performing quality-assurance testing of concrete and pavement;
- ☐ Inspecting the completed project for compliance with federal and state requirements;
- ☐ Accepting, closing out and auditing a project.

1.5 Financial Requirements

1.5.1 Project Agreement

Before work eligible for federal or state funding may start, MaineDOT and the LPA administering a project must execute a state/local project agreement that covers the following:

- Scope of work;
- Breakdown of federal, state and local funding, as applicable;
- Invoicing requirements;
- Responsibilities of MaineDOT and the LPA managing the project;
- MaineDOT WIN and the federal project number (if applicable);
- Federal Assistance Listing Number (formerly CFDA number), typically 20.205;
- An agency's federal SAM Unique Entity ID (new in 2022);
- General terms and conditions, as directed by MaineDOT's Office of Legal Services.

MaineDOT prepares agreements for federally funded projects once the Statewide Transportation Improvement Program (STIP) is approved or modified to include them. Agreements for projects with state funds follow publication of MaineDOT's Work Plan. Once an agreement is executed, MaineDOT sends an LPA notice to proceed with reimbursable work.

Remember: Costs incurred before MaineDOT signs an agreement and gives notice to proceed cannot be reimbursed under section 1.5.2 below.

1.5.2 Reimbursement

Local public agencies receive funding from MaineDOT by reimbursement, at rates ranging from 50 percent on state projects to 80 percent or more on federally funded work.

Local public agencies must cover remaining amounts as their matching shares. Match usually must be *cash*; in-kind work does not qualify unless an LPA first receives written approval from MaineDOT, as described in Chapter 9 of this Manual (Force Account Work).



☒ Costs eligible for reimbursement:

- Development and review of project plans, specifications and contract documents;
- Environmental review and permitting;
- Survey and right-of-way;
- Utility coordination;
- Project advertisement;
- Construction work; and
- Construction documentation and inspection.

✖ Costs not reimbursable:

- Expenditures incurred *before* MaineDOT issues notice to proceed;
- Administrative time or other costs that should be covered by an agency's overhead rate;
- Costs *not* approved by MaineDOT or the U.S. Department of Transportation;
- Pre-construction work – if an organization cancels a project *before* construction; and
- Maintenance work on a completed project.

1.5.3 Invoices

Invoices requesting reimbursement must cover at least \$100.00 and be submitted either monthly, quarterly or semi-annually. Any invoice found to have errors or inadequate backup will be returned – with reimbursement withheld until MaineDOT approves a corrected invoice.

Invoices must have the following information:

- ☐ Letter 4 (found on page 1-21) with service dates and the amount requested;
- ☐ A completed invoice worksheet, found at www.mainedot.gov/lpa/lpadocuments/;
- ☐ A progress report describing work performed during the invoice period;
- ☐ Supporting documentation:
 - Copies of invoices from contracted agents, with a detailed breakdown of the costs;
 - Copies of checks issued for work that was performed during the service period;
 - Signed, detailed payroll register – if eligible work was performed by municipal staff.

1.5.4 MaineDOT Internal Costs

MaineDOT personnel will charge their time to a project for the tasks listed in Section 1.4: MaineDOT Responsibilities. Although the amount will vary by project, MaineDOT services typically will account for 12 to 15 percent of a project budget – and possibly more if rights-of-way must be acquired. The estimated cost of MaineDOT staff time should be discussed with MaineDOT at the start of a project.

The number of hours that MaineDOT charges to a project often depends on the amount of time spent assisting the sponsoring LPA and its contracted agents. Generally speaking, the better job that an LPA does in meeting federal and state requirements, the fewer hours that MaineDOT staff will have to charge to the project.

(There are exceptions, primarily for some projects without federal funds. MaineDOT will cover them during the kickoff meeting for a specific project.)

The MaineDOT staff time charged to a project is subject to the same cost-sharing percentages as other portions of the project. The local share of MaineDOT's costs for services performed is reconciled upon completion of the work and deducted from the final reimbursement payment to the LPA administering a project.

1.5.5 Repayment of Funds

If an LPA cancels a project or otherwise fails to deliver a project to construction, MaineDOT in most cases will require the agency to refund all payments toward the project and to reimburse MaineDOT for its costs, as covered in subsection 1.5.4: MaineDOT Internal Costs.

Additionally, MaineDOT may recover payments for activities later determined to be ineligible for federal or state funding, as may happen if a project is audited after completion.

If MaineDOT must recover funds, MaineDOT will notify the LPA and send an invoice for the amount of the repayment. MaineDOT will expect the LPA to pay the requested amount or to respond within a certain time.



If an LPA fails to repay funds, after receiving a request to do so, MaineDOT may exercise its rights of set-off to recover the money. MaineDOT, for example, may withhold or reduce Local Road Assistance payments to recover any amount owed.

1.5.6 Internal Controls

Local public agencies must properly account for federal and state awards while protecting those funds against loss from unauthorized use. This section offers guidance on measures that local public agencies can take to improve their financial practices to guard against waste, fraud and abuse – known as “internal controls.”

Segregation of duties reduces the risk of error or fraud by one person. For this reason, more than a single employee should complete and approve tasks involving payments, booking into the general ledger, and financial reconciliations. A person who initiates a purchase requisition, for example, should not be able to approve it.

Municipalities and other local public agencies should require two or more of the officials listed below to sign off on their financial transactions:

- Treasurer;
- Finance director;
- Town manager / administrator;
- Finance committee members;
- Members of the council or select board.



MaineDOT recommends that local public agencies receiving federal and state funds have in place written procedures for the activities set out below, which should be prepared in consultation with a certified public accountant:

- ☐ Segregation of federal and state funding into separate general-ledger accounts;
- ☐ Reconciliation of general-ledger cash accounts to bank statements;
- ☐ Approval of bank reconciliations by a supervisor;

- ☐ Reconciliation of subsidiary ledgers to the general ledger;
- ☐ Posting of an auditor's adjusting entries for the previous year;
- ☐ Reconciliation of a closing trial balance to an auditor's adjusted trial balance;
- ☐ Requiring signature approvals for any adjusting general journal entries;
- ☐ Requiring employee and supervisor signatures on timesheets before payroll approval;
- ☐ Requiring additional supervisor approval for recording large payments and expenses;
- ☐ Having in place monthly and year-end financial closing procedures;
- ☐ Undertaking monthly and yearly detailed review of direct project costs and indirect costs;
- ☐ Limiting access to an organization's electronic accounting system, if applicable.

1.6 Single Audit Requirement (Updated)

Any non-federal entity that spends \$1,000,000 or more in federal funds in a fiscal year must undergo an annual single audit to ensure that federal funds are used properly. This is required by the regulations in 2 CFR part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." A local public agency should check with its accountant to determine whether its expenditures meet the minimum reporting requirements.

An LPA should hire a certified public accountant to conduct this audit, if required, and prepare an audit report. The audit typically will look at the adequacy of an agency's internal controls that safeguard assets and ensure compliance with federal laws and regulations.

A single audit requires a Schedule of Expenditures of Federal Awards (SEFA), which:

- Summarizes all federal grants received and the expenditures associated with each award, including the Federal Assistance Listing Number; and
- Shows the expenditures for each federal award received, regardless of size – including reimbursement payments from MaineDOT for work on federal-aid projects.



A single audit concludes with the auditor's report addressing the reliability of the financial data, adequacy of internal controls, and compliance with federal regulations. The final audit package will include the audit report as well as financial statements, Schedule of Federal Expenditures, results of previous audits, and any planned corrective actions.

When completed, the single audit package is submitted electronically to the Federal Audit Clearinghouse website, with required certifications from the organization and its accountant.

1.7 Record-Keeping

An LPA must retain records for completed projects to demonstrate compliance with federal and state requirements, in case of audit. Such documentation would include, but would not be limited to, the following:

- ☐ Approvals from MaineDOT;
- ☐ Records of payments to consultants and contractors, with backup documentation;
- ☐ Copies of agreements with MaineDOT;
- ☐ Copies of contracts with consultants and contractors, including all modifications;
- ☐ Copies of reimbursement requests to MaineDOT, with all backup information;
- ☐ Records from the right-of-way process, demonstrating compliance with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
- ☐ Copies of certification statements for utilities, environment, and right-of-way;
- ☐ Approvals from MaineDOT at final PS&E, Project Advertise, and Project Award.
- ☐ Documentation of the bidding process, including bid tabulations and determination of the lowest responsive and responsible bidder;
- ☐ Confirmation that construction workers on a federally funded project were paid prevailing-wage rates, as required by the federal Davis-Bacon Act;
- ☐ Documentation that quantities of construction materials were measured in the field, recorded and verified against contractor invoices;
- ☐ Copies of construction contract modifications, construction field books and other records of activities used to track construction activities.

The U.S. Government requires records to be kept for **3 years** after payment of a final invoice. MaineDOT recommends that local agencies retain records for at least 5 years, since an audit may take place long after the work is completed.

1.8 Evaluation

Upon approval of the final invoice for a project, MaineDOT's project manager completes an evaluation of the local project administrator that assesses which tasks were handled well and which ones could be improved. The local project administrator generally has *two weeks* to offer comments and sign the form. If the deadline passes without a response, the evaluation is finalized unsigned.

When completed, evaluation forms are filed at MaineDOT as reference documents for use in evaluating future requests to manage projects with state and federal funds at the local level.

PROJECT TIMETABLE

TASK	DESCRIPTION	TYPICAL TIMEFRAME
Funding Award	A project is awarded federal/state funding, with local match approved.	Award is made 6 to 9 months after an application is received.
Agreement	Municipality and MaineDOT sign a project agreement.	Agreement is executed after a project is placed in federal STIP or MaineDOT Work Plan.
Kickoff	Municipality and MaineDOT review budget, schedule and requirements.	Parties hold kickoff meeting once agreement is signed.
Consultant Selection	Municipality hires design consultant – if a consultant will be used.	It can take 2-3 months from kickoff to solicit proposals, score them and negotiate a contract.
Preliminary Engineering	<ul style="list-style-type: none"> ▪ Preliminary Design Report Milestone ▪ Plan Impacts Complete Milestone 	PE may take from 9 months to as many as 18 to 24 months from kickoff, based on scope.
Environmental Review	Consists of reviews for impacts to natural and cultural resources, as mandated by the National Environmental Policy Act (NEPA)	NEPA may take 3 to 9 months from Plan Impacts Complete.
Right of Way	Map impacts, research titles, perform appraisals, review appraisals, negotiate with owners, and acquire rights.	Process takes 10-12 months. No negotiating with owners until NEPA is completed.
Final PS&E	Municipality sends to MaineDOT the final design plans, specifications and cost estimate (PS&E) for review and comment.	Projects typically reach PS&E within 3 years after kickoff – or longer if there is Right of Way.
Advertise	After receiving MaineDOT's authorization, a municipality solicits for construction bids.	A 3-week bidding period is standard, after authorization.
Contract Award	Municipality awards a contract to the lowest responsive and responsible bidder.	Municipality has 30 days after bid opening to award a contract.
Construction	This stage consists of construction, inspection, and materials testing.	Duration will vary, depending on the complexity of a project.
Completion	MaineDOT, Municipality and contractor walk the project and develop a "punch list" of items that must be addressed before the project is formally accepted as complete.	Final walk-through should occur upon project completion, with notice of at least 2 weeks.
Closeout	MaineDOT reconciles costs, including local share of MaineDOT's charges if applicable. Municipality submits final invoice.	Records must be kept for a minimum of 3 years after payment of final invoice.

Appendix 1A: Project Checklist



Checklist: Federally Funded Project

(Updated, February 2025)

Municipality: _____ Project Location: _____

MaineDOT WIN: _____ Local Administrator: _____

PROJECT KICKOFF

- ☐ **Project included in approved Statewide Transportation Improvement Program (*federal funds*).**
 - ☐ Project included in MaineDOT Work Plan (*state funds only*).
- ☐ **Project agreement executed on:** _____
- ☐ **Kickoff meeting held with MaineDOT on:** _____
- ☐ **Invoices are submitted to MaineDOT at least every 6 months using Letter 4.**

HIRING A CONSULTANT

Note: Hiring a consultant with funding from MaineDOT requires a Qualifications-Based Selection. This is a condensed version of the selection process. The full process is in Chapter 2: Hiring Consultants.

- ☐ **Develop Scope of Work and Independent Estimate, then send to MaineDOT for approval.**
 - ☐ *Approval Date:* _____
- ☐ **Develop a Request for Proposals (RFP), then send to MaineDOT for approval using Letter 6.**
 - ☐ RFP must request from each proposer a Technical Proposal, with no mention of price.
 - ☐ RFP must require Price Proposal to be provided in one of two ways:
 - Price Proposal may be submitted by each proposer in a separate, sealed envelope; or
 - Price Proposal may be requested only from the top-ranked consultant after scoring is done.
 - ☐ *RFP Approval Date:* _____
- ☐ **Use one of the selection methods below, based on the estimated cost of the consultant work.**
 - 1. Simplified Acquisition: Contract value estimated to be \$25,000 or less.**
 - ☐ Obtain MaineDOT's approval to use Simplified Acquisition by sending Letter 5.
 - ☐ If MaineDOT approves, request/receive proposal from a single, pre-qualified consultant.
 - 2. Competitive Solicitation: Contract value estimated to be \$25,000 to \$500,000.**
 - ☐ Send approved RFP to 3-to-5 pre-qualified firms: www.mainedot.gov/cpo/prequal/
 - **Note:** If local procedures require an advertised RFP, that also is acceptable.
 - 3. Brooks Act: Contract value estimated to be \$500,000 or greater.**
 - ☐ Advertise RFP on the websites for the LPA sponsoring a project and MaineDOT.
- ☐ **Organize an evaluation team and review/score Technical Proposals.**
 - ☐ Conduct interviews, if necessary, to determine the highest-ranked proposer.
- ☐ **Open Price Proposal only from highest-ranked firm or request Price Proposal from that firm.**

- ☐ **Negotiate scope of work, schedule, and fair and reasonable price.**
 - ☐ If negotiations with top-ranked firm succeed, draft a contract using MaineDOT template.
 - ☐ If terms cannot be reached, request a Best and Final Offer, terminate negotiations, and repeat this negotiation process with the second-ranked firm.
- ☐ **Verify that selected consultant is not debarred**, using federal website: www.sam.gov
- ☐ **Send draft contract and price proposal to MaineDOT for review/approval using Letter 7.**
- ☐ **Obtain completed DBE Utilization Form from selected consultant** (*federal funds*).
- ☐ **Execute a contract, after receiving approval from MaineDOT's PM.**
- ☐ **Send selected consultant notice to proceed.**
- ☐ **Going forward, submit draft contract modifications to MaineDOT for approval using Letter 8.**

PRELIMINARY DESIGN

- ☐ **Identify utility/railroad contacts:** www.mainedot.gov/utilities/contactinfo/.
 - ☐ Email Utility Letter #1 and a location map to utility/railroad contacts.
- ☐ **Verify limit of existing right-of-way:**
 - ☐ Research municipal/county layout records and conduct field survey to verify information.
 - ☐ Send Property Owner Reports to property owners.
 - ☐ Upon completion of field survey, email Utility Letter #2 and survey plans to utility contacts.
- ☐ **Prepare Existing Conditions Plan** with right-of-way limits, topography, and property lines.
- ☐ **Identify and submit applications for environmental permits to appropriate agencies:**
 - ☐ Army Corp of Engineers: (207) 623-8367 or www.nae.usace.army.mil/Missions/Regulatory/
 - ☐ Department of Environmental Protection: (207) 287-7688 or www.maine.gov/dep/permits/
- ☐ **Hold advertised public informational meeting.** Date: _____
- ☐ **Prepare Preliminary Design Report – PDR (60% complete):**
 - ☐ Send design plans and completed MaineDOT PDR form to MaineDOT PM for review.
 - Address MaineDOT's comments, if any.
 - PDR approved by MaineDOT's PM as of: _____
 - ☐ Email Utility Letter #3, preliminary plans and schedule to utility/railroad contacts for review.
- ☐ **Upon approval of PDR, provide MaineDOT's PM with:**
 - ☐ Public process certification (Letter 10) and completed NEPA Checklist (Letter 11).
 - ☐ Request for Traffic Analysis Movement and Evaluation (TAME) review by MaineDOT.

FINAL DESIGN

- ☐ **Pavement Design:**
 - ☐ Once the PDR is approved, request Special Provision 403 (pavement) from MaineDOT's PM.
- ☐ **Send plan impacts (75-80% complete) to MaineDOT's PM for review (Letter 9):**
 - ☐ Plan impacts accepted as complete by MaineDOT's PM on: _____.
- ☐ **MaineDOT's PM sends latest cost estimate to LPA administering project.**
 - ☐ Agency acknowledges estimate and confirms in writing its commitment to the project; OR
 - ☐ Agency acknowledges estimate and requests in writing to cancel project and repay all funds.

- ☐ **Once design reaches Plan Impacts Complete, follow up with utilities:**
 - ☐ Email Utility Letter #4, 75-80% plans and schedule to utility/railroad contacts for review.
 - ☐ Prepare pole list in coordination with utilities.
 - ☐ Email Utility Letter #5 and utility special provision (#104) to utilities/railroad for review.
 - ☐ Prepare utility and railroad agreements, if necessary.
- ☐ **Prepare special provisions for the bid package.**

RIGHT OF WAY

- ☐ **Conduct title searches at Registry of Deeds to identify and confirm property ownership.**
 - ☐ Refer to section 2-4.02 of MaineDOT *Right of Way Manual*, “Title Examinations.”
 - ☐ Use either a private title lawyer or consultant listed under MaineDOT pre-qualification number 401.00, “Title Research/Abstracting.”
- ☐ **Prepare final right-of-way plans, once design reaches Plan Impacts Complete.**
 - ☐ Go by section 2-6.05 of MaineDOT *Right of Way Manual*, “Final Right of Way Mapping.”
 - ☐ Right-of-Way maps approved by MaineDOT (if state highway) on: _____.
- ☐ **Send Notice of Interest to Acquire to each property owner**, once maps are approved.
- ☐ **Contract with pre-qualified appraiser on MaineDOT Appraisal Register.**
 - ☐ Refer to pre-qualification service number 402.00, “Property Valuation and Appraisal Services.”
 - ☐ Appraisal report submitted on: _____.
- ☐ **Contract with a second appraiser to review appraisals for proper methodology and accuracy.**
 - ☐ Refer to pre-qualification service number 402.00, “Property Valuation and Appraisal Services.”
 - ☐ Appraisal review completed on: _____.
- ☐ **Issue a written Determination of Just Compensation.**
 - ☐ The review appraiser’s recommendation is the basis for a Determination of Just Compensation.
 - ☐ Determination of Just Compensation signed by highest-ranking municipal officer.
- ➔ Federal NEPA process must be completed before proceeding to the next steps.**
- ☐ **Upon completion of NEPA process, property donations made**, if applicable.
 - ☐ Donor signs form releasing agency from appraisal and obligation to pay just compensation.
- ☐ **Contract with qualified negotiator to negotiate Just Compensation with each property owner.**
 - ☐ Refer to MaineDOT pre-qualification service number 403.00, “Property Negotiations.”
- ☐ **Negotiator presents Offer of Just Compensation in writing and explains need for acquisition.**
 - ☐ Each owner given at least 28 days to consider offer, consult with others, and present information.
 - ☐ If settlement by negotiation is not feasible, agency should use eminent domain, if possible.
- ☐ **Upon conclusion/termination of negotiations:**
 - ☐ Acquiring agency prepares settlement agreement in consultation with legal counsel; and
 - ☐ Agency pays each owner the approved amount of just compensation.
 - ☐ Title transferred to MaineDOT (state highway) or to the acquiring LPA.
- ☐ **Upon acquisition of rights, acquiring agency certifies the right-of-way (Letter 14).**
- ☐ **Unsettled cases appealed to State Claims Commission (state) or Superior Court (local).**
 - ☐ Appeals process for unsettled acquisitions must be initiated within 60 days after rights acquired.

FINAL PLANS, SPECIFICATIONS AND ESTIMATE

- ☐ Email final design plans and latest schedule to utility/railroad contacts.
- ☐ Email final PS&E package to MaineDOT's PM, as follows:
 - ☐ Plans must be 100%, address previous comments, and be stamped by Engineer of Record;
 - ☐ Engineer's Estimate must have MaineDOT item numbers and match the Schedule of Items;
 - ☐ Bid book must contain the following standard items, as well as applicable special provisions:
 - Notice to Contractors;
 - Contract Agreement, Offer and Award form (2 copies);
 - Schedule of Items, with MaineDOT item numbers;
 - Davis-Bacon federal prevailing wage rates (federally funded projects);
 - Maine Department of Labor wage rates (state-funded projects of \$50,000 or more);
 - Form FHWA-1273 (federally funded projects);
 - Title VI Assurances signed by highest-ranking administrative officer (federal projects);
 - Environmental summary sheet prepared by MaineDOT (federally funded projects).
- ☐ Send the following certifications to MaineDOT with the PS&E package:
 - ☐ Environmental (Letter 12), Utility (Letter 13), and Right-of-Way, if applicable (Letter 14).
- ☐ Send construction authorization request to MaineDOT (Letter 15).
- ☐ **Construction authorization obtained from MaineDOT's PM in writing on:** _____

ADVERTISE AND AWARD

- ☐ Upon receiving written authorization, advertise the Notice to Contractors (3-week minimum).
- ☐ Open and publicly read aloud all bids at the designated time and place.
- ☐ Prepare bid tabulation sheet.
- ☐ Review bids for bid defects. [*Refer to section 102.11 of MaineDOT's Standard Specifications*].
- ☐ Determine the apparent successful bidder.
 - ☐ Return bid securities to everyone except the two lowest bidders.
 - ☐ Notify second bidder that bid securities will be returned upon contract award.
- ☐ Send award recommendation (Letter 16) to MaineDOT's PM with:
 - ☐ Tabulation of bids, engineer's estimate, and DBE Utilization Form (*federally funded projects*).
- ☐ Receive MaineDOT's written approval of recommended award. Approval date: _____
- ☐ Send Notice of Intent to Award to apparent successful bidder.
 - ☐ If contract exceeds \$125,000, bidder has 14 days to deliver payment and performance bonds.
 - ☐ In all cases, bidder must provide certificates of Workers Compensation, general liability and automobile insurance.
- ☐ If bidder meets conditions of award, sign contract.
 - ☐ Return bid securities to the first and second bidders.
 - ☐ Formally notify all unsuccessful bidders.
 - ☐ Send copy of signed construction contract to MaineDOT's PM.

CONSTRUCTION ADMINISTRATION

- ☐ Obtain Minimum Testing Requirements from MaineDOT's PM.
- ☐ Send award information to MaineDOT for entry into Elation payroll system.
 - ☐ MaineDOT contact is Angela Latno: (207) 624-3519 or Angela.Latno@maine.gov
 - ☐ Prime Contractor and all subcontractors must be entered into Elation System.

Pre-Construction Tasks

- ☐ Send notice of pre-construction meeting and agenda (Letter 17) to the following:
 - ☐ Contractor, utilities, construction resident, and MaineDOT's PM and construction manager.
- ☐ Pre-construction meeting held on: _____
- ☐ Contractor schedule received on: _____
- ☐ Quality Control (QC) Plan and Mix Designs received from Contractor on: _____
 - ☐ Contractor must submit them at least 30 days before the work is scheduled to begin.
 - ☐ Provide them to MaineDOT construction manager for review/approval.
- ☐ Contractor Traffic Control Plan submitted to MaineDOT for review.
 - ☐ *MaineDOT Approval Date:* _____.
- ☐ Contractor Soil Erosion Water Pollution Control Plan approved by construction resident.
- ☐ Subcontractor Approvals: <https://www.mainedot.gov/contractors/support/>
 - ☐ Municipality must approve subcontracts before any subcontractor can start work.
 - ☐ Send copy of approved package for each subcontractor to the MaineDOT's PM.
- ☐ Pre-pave meeting held on: _____

Testing & Documentation

- ☐ Field Book created to record the following information:
 - ☐ Weather, crew & equipment, hours worked, and activities, with date and initials of inspector;
 - ☐ Field measurements taken to document materials quantities for payment to the contractor;
 - ☐ Noteworthy events (accidents, discussions with owners, disputes with contractor).
- ☐ Pit authorizations completed.
- ☐ Waste area agreements completed.
- ☐ Project bulletin board erected: <https://www.mainedot.gov/civilrights/sfp/>
 - ☐ Condition of signs must be noted weekly in a project field book.
- ☐ Testing file set up for each item in Minimum Testing Requirements.
- ☐ Materials Tests:
 - ☐ Aggregates must be tested at an independent, accredited laboratory.
 - Only results of failing tests reported to MaineDOT.
 - ☐ Hot-mix asphalt and concrete samples are taken to closest MaineDOT lab, in Bangor or Freeport.
- ☐ *Federal projects:* Weekly certified payrolls received electronically from all contractors.
 - ☐ Certified payrolls checked in Elation system for compliance with prevailing wage rate laws.
- ☐ *Federal projects:* Employees interviewed to verify Davis-Bacon wage rate compliance.
 - ☐ Voluntary interviews held every 90 days with 2 covered workers from the following:
 - Prime contractor, and all subcontractors on site at least 5 days during a 90-day period.

- ☐ **Federal Projects: Commercially Useful Function Form sent to MaineDOT, if applicable.**
- ☐ **Federal Projects: “Build America, Buy America” (Special Provision 105).**
 - ☐ “Buy America” certifications must be received before steel, iron and certain plastic products such as culvert pipe are installed.
- ☐ **Progress payments to contractor:**
 - ☐ Prepare estimate and review with contractor; or receive and check estimate from contractor.
 - ☐ Once approved, process estimate and send payment to contractor.
- ☐ **Final Quantity Book created:**
 - ☐ Book set up by item numbers;
 - ☐ Pages set up for original measurements (or computations from plan dimensions);
 - ☐ Pages set up with a total-to-date column;
 - ☐ Entries and computations initialed and dated;
 - ☐ After item is completed, compute final quantity.

Contract Modifications

- ☐ **Modifications to the construction contract are handled as follows:**
 - ☐ Prepare an independent cost estimate for the additional work.
 - ☐ Note the time associated with the change. (If no change, note 0 additional days.)
 - ☐ Send modification to MaineDOT construction manager for review (**Letter 18**).
- ☐ **Obtain MaineDOT’s concurrence with contract modification. Date:** _____
- ☐ **Send modification to contractor for signature.**
 - ☐ When contractor has signed, local project administrator signs and dates the modification.

Project Completion

- ☐ **Final inspection held by Municipality, MaineDOT and contractor (**Letter 19**).**
 - ☐ Inspection Date: _____.
 - ☐ Final “punch list” of items completed on: _____.
- ☐ **Final Quantity Book finalized by construction resident.**
- ☐ **Completion of Physical Work Notification sent to contractor.**
- ☐ **Federal projects: Final DBE Form completed by the contractor, signed by each DBE.**
- ☐ **Contractor sends in request for final payment and statement that all bills have been paid.**
- ☐ **Final estimate paid and retainage released to contractor.**
- ☐ **As-built plans completed and sent to MaineDOT’s PM (if applicable).**
- ☐ **Evaluation of each consultant completed and sent to MaineDOT’s PM.**
- ☐ **Final billing sent to MaineDOT’s PM (**Letter 20**).**
- ☐ **MaineDOT’s PM completes a project evaluation.**
 - ☐ Local administrator reviews, makes comments, signs and then returns to PM.

Note: Records must be retained for at least 3 years from completion for federally funded projects.

Appendix 1B:

Submittals to MaineDOT

- ❑ Word versions are posted on MaineDOT's LPA Documents web page and labeled *Letters to MaineDOT*: www.mainedot.gov/lpa/lpadocuments/

Letter 1: Request for Local Project Administration

NOTE: This should be put on letterhead and signed by the manager or highest ranking official

[DATE]

_____, Local Projects Coordinator
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Locally Administered Projects Request

MaineDOT WIN: [Number]; Description: [Brief Description]

Dear _____:

The Municipality of [NAME] hereby requests approval to administer a federal-aid project consisting of [DESCRIPTION]. I have enclosed information about the Municipality's qualifications, including our experience in delivering projects of comparable size and scope and our ability to manage and track federal funds.

If a person with Local Project Administration certification will manage the project, use this:

[NAME, TITLE] is the full-time employee who would serve as Local Project Administrator for this project. [NAME]'s Local Project Administration certification is valid through [DATE].

If a person without Local Project Administration certification will manage the project, use this:

[NAME, TITLE] is the full-time employee who would serve as the Local Project Administrator for this project. This person currently lacks Local Project Administration certification but would be willing to take the next training program. Please let us know when the program is offered.

If MaineDOT concludes that the Municipality is adequately staffed and suitably equipped to undertake this project, please contact me to discuss the details of the project and the requirements for local administration.

I understand that, if approved, the Municipality will be responsible for meeting all federal and state requirements for this project, as described in the latest edition of the MaineDOT Local Project Administration Manual & Resource Guide. I also understand that the Municipality cannot undertake work eligible for reimbursement until a project agreement is executed and MaineDOT gives authorization to proceed.

Sincerely,

[NAME, TITLE]

(Updated, August 2023)

Letter 2: Request for Authorization to Proceed

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Request for Authorization to Proceed, [Project]
MaineDOT WIN [NUMBER]

Dear [NAME]:

The Municipality of _____ requests authorization to proceed from MaineDOT with _____ work on a Locally Administered Project consisting of _____. This request is being made in accordance with the executed project agreement between MaineDOT and the Municipality, dated _____.

We understand that MaineDOT cannot reimburse us for preliminary engineering, right-of-way or other pre-construction costs incurred before we receive authorization to proceed.

We look forward to hearing from you as soon as possible, so that design work may begin.

Sincerely,

Local Project Administrator

(Updated, August 2023)

Letter 3: Project Kickoff

[DATE]

_____, Local Projects Coordinator
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Project Kickoff for _____
MaineDOT WIN _____

Dear _____:

The Municipality of _____ requests your attendance at the kickoff meeting for the subject project, scheduled for _____ at _____.

This meeting will serve to go over the scope of work, schedule and requirements for the project, as well as the executed Project Agreement, dated _____.

We look forward to seeing you at the meeting.

Sincerely,

Local Project Administrator

(Updated, August 2023)

Letter 4: Invoice Submittal (Federal Project)

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Request for Reimbursement, [Location, Description] Project
MaineDOT WIN [NUMBER]; Contract #: [NUMBER]

Dear [NAME]:

The Municipality of [NAME] requests reimbursement of MaineDOT's share of costs incurred for [INSERT TYPE] work on the subject project for the service period of [BEGIN DATE] to [END DATE], in accordance with the project agreement with MaineDOT.

Total costs for the period are \$[NUMBER]. MaineDOT's [NUMBER]% share is \$[NUMBER], and payment is requested within 30 days of acceptance of this invoice. Project costs during the period include a local share of [NUMBER] %, or \$[NUMBER], which is not from contributions from other federally assisted projects or programs.

I also have enclosed the items listed below to document that this invoice accurately represents work completed during the service period:

- A completed project costs worksheet with expenditures for the service period and to date;
- A progress report describing the work performed during the service period; and
- Copies of invoices received and checks issued.

By signing this invoice, I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal funding award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)

Sincerely,

[NAME], Local Project Administrator

Letter 5: Consultant Selection – Request for Simplified Acquisition

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Simplified Acquisition Request, [Location, Description] Project
MaineDOT WIN:

Dear [NAME]:

The Municipality of [Name] is requesting approval to seek a proposal for engineering services for [project scope] from [insert company name], which is pre-qualified by MaineDOT in the service category of [insert number and type of service].

Since the cost is estimated to be \$25,000 or less – based on our Independent Estimate (enclosed) – we request approval to use Simplified Acquisition allowing us to solicit a proposal from one consultant pre-qualified by MaineDOT to perform the service. Our draft request for proposals is attached for your review.

We understand that MaineDOT cannot participate financially in contract costs exceeding \$25,000 if Simplified Acquisition is used, and that we must use a separate process to solicit additional consultant services (if required).

Please review the submitted materials and notify us if we are approved to solicit a proposal and subsequently to negotiate a contract with this firm. We understand that we cannot award a contract without your approval.

Sincerely,

[NAME], Local Project Administrator

Enclosure: Independent Estimate

Letter 6: Consultant Selection – RFP Review

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 state House Station
Augusta, ME 04333-0016

Subject: RFP Review Request
MaineDOT WIN:

Dear [NAME]:

The Municipality of [Name] intends to solicit proposals for consultant engineering services for [project scope]. Attached is the request for proposals that we intend to use for this solicitation.

If estimated price is \$25,000 to \$500,000, use the following language:

Based on our Independent Estimate of the cost of the proposed services (enclosed), we understand that we may select potential consultants from a pool of 3 to 5 pre-qualified firms. We intend to send the RFP to the following consultants on the MaineDOT pre-qualification listing for [insert number and type of service]:

-
-
-

If estimated price is \$500,000 or greater, use the following language:

Based on our Independent Estimate of the cost of the proposed services (enclosed), we understand that we must use a publicly advertised solicitation in accordance with the federal Brooks Act. We intend to advertise the RFP on [insert date] as follows:

Please review the draft RFP and inform me as to its adequacy.

Sincerely,

[NAME], Local Project Administrator

Enclosure: Draft RFP

Letter 7: Consultant Selection – Request for Approval

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 state House Station
Augusta, ME 04333-0016

Subject: Consultant Selection Approval Request
MaineDOT WIN:

Dear [NAME]:

The Municipality of [insert NAME] has selected the consultant firm of [insert NAME] for [insert scope of services] work for [insert project description]. Attached is the negotiated contract, price proposal and our Independent Estimate. We understand that we cannot award this contract without your approval.

We have verified that our selected consultant is not debarred or otherwise prohibited from working on federally funded contracts. Attached as backup is a screen shot from the federal System for Award Management (SAM) database: www.sam.gov/SAM/.

Please review these documents and inform me of your decision so that we may execute a contract. We understand that no work eligible for reimbursement may begin until we execute the contract upon MaineDOT's approval and give our selected consultant notice to proceed.

Sincerely,

[NAME], Local Project Administrator

Enclosures:

1. Draft contract
2. Independent estimate

Letter 8: Consultant Contract Modification

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Consultant Contract Modification
MaineDOT WIN _____, _____ **Project**

Dear [NAME]:

Attached for MaineDOT's review is proposed Modification #___ to our consultant contract with _____ for _____ services, originally executed on _____. This modification proposes to increase the total contract amount by \$_____, to a new total amount of \$_____.

If necessary: This modification also extends the contract by _____, to a new expiration date of _____.

The reason for this contract modification is the following: _____.

An independent estimate of the cost of the additional work is attached.

We realize that we cannot execute this modification until we receive approval from MaineDOT. Please let me know if you need additional information.

Sincerely,

Local Project Administrator

(Revised, August 2023)

Letter 9: Acknowledgement of Latest Estimate

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Design Plan Impacts Submittal, [Project Location and Description]
MaineDOT WIN:

Dear [NAME]:

Attached for MaineDOT's review are the Preliminary Design Report / Design Plan Impacts for _____, in the Municipality of _____. With this letter, the Municipality acknowledges the latest estimate for the project of \$_____ and re-affirms its commitment to raise the required local matching funds and to move forward with the project.

The Municipality has verified that the plans show all impacts to utilities and abutting properties, as well as cross-sections with proposed limits of slopes and new construction. We have further verified that these plans meet the standards specified in the MaineDOT Right of Way Manual (August 2018), specifically Table 2-3, "Design Plan Impacts Complete," found on page 2-6(9).

Please let me know if you need additional information.

Sincerely,

[NAME], Local Project Administrator

(Revised, August 2023)

Letter 10: Public Process Certification (Federal Project)

Instructions: This certification must be submitted on letterhead to MaineDOT with **Letter 11** and the NEPA Documentation Checklist, found on the next two pages.

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Public Process Certification, Federal Project
MaineDOT WIN:

Dear [NAME]:

The Municipality of [NAME] hereby certifies that a public process was carried out for the [LOCATION and SCOPE] project in accordance with Title 23 in the Code of Federal Regulations, Part 771.111, “Early coordination, public involvement, and project development.”

IF APPLICABLE, DESCRIBE ANY PUBLIC OPPOSITION HERE.

I have attached for your information the following:

- A copy of the notification sent to abutters;
- A copy of the meeting notice;
- Meeting minutes / hearing transcript.

Sincerely,

[NAME], Local Project Administrator

(Revised, February 2025)

Letter 11: NEPA Documentation (Federal Project)

Instructions: This letter must be submitted on letterhead to MaineDOT with the checklist on the next page once MaineDOT approves the Preliminary Design Report.

[DATE]

_____, Environmental Team Leader
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: NEPA Documentation, Federal Project
MaineDOT WIN:

Dear _____:

Attached is the required NEPA documentation checklist for the [LOCATION and SCOPE] project in the Municipality of [NAME].

Also attached is Letter 10, certifying that the Municipality carried out a public process in accordance with the regulations in 23 CFR 771.111.

If you need additional information, please let me know.

Sincerely,

[NAME], Local Project Administrator

Enclosures:

- NEPA documentation checklist
- Public process certification (Letter 10)

(Revised, March 2022)

NEPA DOCUMENTATION CHECKLIST

Project Title & Location: _____

Federal Project #: _____ MaineDOT WIN: _____

Description of Work: _____

MaineDOT Project Manager: _____

Answer the following questions and attach supporting documentation. If there is a “yes” response, explain on a separate sheet or contact your MaineDOT Project Manager for guidance.

- 1.) Public Involvement:** Is there substantial public opposition to proposed action? Yes ☐ No ☐
The answer should become apparent at a public meeting.

Documentation: Meeting minutes; letters from public; or Letter 10 (Public Process).

- 2.) Right-of-Way:** Does action include a residential or commercial displacement or acquisition of property rights that will result in substantial abutter impacts? Yes ☐ No ☐
For help with “substantial,” contact your Project Manager at MaineDOT.

Documentation: Plan Impacts Complete for the project

3.) Endangered Species & Essential Fish Habitat:

- a. Has a qualified person surveyed the project area for streams, rivers, tidal waters, wetlands or vernal pools?
Please provide information about any identified resource below. Yes ☐ No ☐
- b. Is there any work proposed in or adjacent to a stream, river or coastal waters? Yes ☐ No ☐
- c. Does the project require night work or percussive noise (pile driving)? *See below.* Yes ☐ No ☐
- d. Does the project require clearing trees or trimming limbs 3” or greater in diameter? Yes ☐ No ☐
- e. Can clearing or limbing be completed between November and April? *See below.* Yes ☐ No ☐

Documentation: Resource delineation and plans showing location of resource and the planned work. The MaineDOT Environmental Office will screen the project for intersection with habitat for endangered species and fish habitat. If in-water work is proposed, additional coordination with MaineDOT will be required for compliance with the Maine Atlantic Salmon Programmatic Agreement or other considerations for bat species.

4.) Section 4(f) or 6(f):

- a. Does project area include or abut resources protected by Section 4(f) of the Department of Transportation Act: publicly owned land, parks, recreation areas, wildlife and waterfowl refuges, or historic sites? Yes ☐ No ☐
- b. Will project require temporary or permanent rights on any protected 4(f) resource listed above? Yes ☐ No ☐

Documentation: Existing and proposed right-of-way plan and a description of how impacts to these properties were avoided/minimized. The local public agency overseeing a project will provide contact information to the park’s Official with Jurisdiction (as applicable).

Signed by: _____
 [Name, Local Project Administrator]

Date: _____

Letter 12: PS&E – Environmental Certification

INSTRUCTIONS: This must be submitted on letterhead with the final PS&E package.

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Environmental Certification, Federal Project
MaineDOT WIN:

Dear [NAME]:

If permits were required, use this paragraph:

The Municipality of [NAME] hereby certifies that it has obtained all environmental permits and approvals for the subject project, satisfying a pre-construction requirement in the executed project agreement with MaineDOT. Attached are copies of the permits, which are required for MaineDOT to complete the Environmental Summary Sheet for the contract package.

If NO permits were required, use this paragraph:

The Municipality of [NAME] hereby certifies that no environmental permits were needed for the subject project. This certification satisfies one of the pre-construction requirements in the executed project agreement with MaineDOT. ***NOTE: If no permits were required, please briefly explain.***

Sincerely,

[NAME], Local Project Administrator

Cc: MaineDOT Environmental Office

(Revised, January 2020)

Letter 13: PS&E – Utility/Railroad Certification

INSTRUCTIONS: This must be submitted on letterhead with the final PS&E package.

[DATE]

_____, Project Manager
Maine Municipality of Transportation
Bureau of Project Development, Multimodal Program
16 Sate House Station
Augusta, ME 04333-0016

Subject: Utility Certification, Federal Project, MaineDOT WIN:

Dear [NAME]:

The Municipality of [NAME] hereby certifies that all utility and railroad work necessitated by the subject project has been identified and coordinated with the respective parties. All arrangements have been made for utility work to be undertaken and completed as required for proper coordination with the construction schedule, in accordance with Title 23 in the Code of Federal Regulations, Part 645, “Utilities,” Subpart A and Subpart B.

Based on 23 CFR 635.309(b), the Municipality further certifies either that all railroad work has been completed or that all arrangements have been made for such work to be undertaken and completed as required for proper coordination with the construction schedule, in accordance with 23 CFR 140 Subpart I and 23 CFR 646 Subpart B.

Listed below are utilities/railroads having facilities within the project limits:

Utility/Railroad

Impacted facilities? (yes/no)

All of the above entities were first informed of the project on [DATE], were involved as necessary throughout design, and received the most current plans on [DATE]. Furthermore, the above entities have been informed of the proposed advertising date: [DATE]. There are no direct payments anticipated to utilities/railroads as a part of this project.

The primary utility/railroad contacts involved in the coordination of this project are as follows:

Utility/Railroad

Contact Name

Telephone #

Sincerely,

[NAME], Local Project Administrator

Letter 14: PS&E – Right-of-Way Certification

INSTRUCTIONS: If an LPA acquired rights or otherwise carried out the right-of-way process, this letter must be signed by the agency's highest-ranking administrative officer and submitted to MaineDOT with the final PS&E package.

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Right-of-Way Certification, Federal Project
MaineDOT WIN:

Dear [NAME]:

If right-of-way was acquired, use this statement:

The Municipality of [NAME] hereby certifies that:

1. The Municipality has acquired all rights-of-way necessary for construction and maintenance of [DESCRIPTION AND LOCATION], and the Municipality has legal and physical possession of those rights;
2. The acquisition was performed in accordance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, "Uniform Real Property Acquisition Policy"; and
3. No acquisition required compliance with Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, "Uniform Relocation Assistance."

If NO right of way was required, delete the text above and use this statement:

The Municipality of [NAME] hereby certifies that no right-of-way acquisition was necessary for construction and maintenance of the subject project. All work will occur within the exiting right-of-way, as documented in the final design plans stamped by the Engineer of Record.

All information about the right-of-way process can be made available upon request. If you need additional information, please let me know.

Sincerely,

Highest-ranking administrative officer

(Revised, February 2020)

Letter 15: PS&E – Construction Authorization Request

INSTRUCTIONS: This must be submitted on letterhead with the final PS&E package.

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Construction Authorization Request, Federal Project
MaineDOT WIN:

Dear [NAME]:

Attached for your review, comment and approval are the final plans, specifications and estimate (PS&E) for [insert project scope] in the Municipality of [NAME].

Also attached are the following certifications:

- Letter 12 (environment);
- Letter 13 (utilities); and
- Letter 14 (right of way).

The Municipality hopes to advertise for construction services on [insert date], but we understand that we cannot put the project out to bid without MaineDOT's written approval.

We further acknowledge that construction authorization will be contingent upon:

1. The Municipality addressing to MaineDOT's satisfaction any final comments on the PS&E package; and
2. MaineDOT obtaining authorization for the construction stage of the project from the Federal Highway Administration.

Sincerely,

[NAME], Local Project Administrator

Letter 16: Project Award Request – Federal Project

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Request to Award Construction Contract, Federal Project
MaineDOT WIN:

Dear [NAME]:

Attached for your review are the bid tabulations, engineer's estimate and completed Contractor DBE Utilization Form for [SCOPE, LOCATION] in [NAME OF MUNICIPALITY].
[CONTRACTOR NAME] is the apparent successful bidder. We request authorization to award the project to that contractor.

In making this request, we acknowledge that we cannot send out the Notice of Intent to Award without written authorization from MaineDOT.

If you need additional information, please let me know.

Sincerely,

[NAME], Local Project Administrator

Enclosures:

1. Bid tabulations
2. Cost estimate

Letter 17: Pre-Construction Meeting
Updated September 2023

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Pre-Construction Meeting
MaineDOT WIN:

Dear [NAME]:

Your attendance is requested at the pre-construction meeting for **[insert project scope, WIN]** in the Municipality of [NAME] on **[insert meeting date/time]**. I have attached an agenda for your convenience.

If you need additional information, please let me know.

Sincerely,

[NAME], Local Project Administrator

Cc: Construction Manager, MaineDOT Multimodal Program

AGENDA ITEMS FOR PRE-CONSTRUCTION MEETING
(Federally Funded Project – Revised, September 2023)

1. Introductions
2. Review Scope of Project
 - a. Acknowledge Amendments
 - b. Completion Date
 - c. Liquidated Damages
3. Permits obtained (if required)
4. Construction Safety
 - a. Primary consideration during construction
 - b. Emergency contact list including 24 hour contacts
 - c. Contractor safety plan to be provided
 - d. Traffic Control Plan (TCP), which must be approved by MaineDOT
 - e. Contractor's plan to maintain pedestrian access during construction (NEW)
5. Schedule for the completion of work
 - a. Are there utility issues?
 - b. Update schedule as required
 - c. Daily construction activities to be recorded
 - d. Town must pay contractor first, then request reimbursement on a monthly basis
6. Labor Requirements
 - a. Davis-Bacon wage rates, which apply to prime and all subs
 - b. Certified payrolls to be submitted & reviewed in Elation System
 - c. Payroll labor interviews
 - d. DBE participation & Commercially Useful Function (CUF) form
7. Construction Control
 - a. Minimum Testing Requirements
 - b. Subcontract approval (*FHWA-1273 must be inserted in all subcontracts*)
 - c. Measurement & documentation of materials used for payment purposes
 - d. Engineering oversight of activities
 - e. Manufacturer's certification for materials
 - f. Soil Erosion and Water Pollution Plan (SEWPCP)
 - g. Quality control plans, mix design submittals, pre-pave meeting
 - h. Buy America certifications for steel, iron and construction materials
8. Communications
 - a. Requests for Information (RFIs)
 - b. Change Orders require MaineDOT review; must include detailed description of scope change, independent cost estimate & time
 - c. Notification of anticipated issues, claims or disputes

Letter 18: Construction Contract Modification

[DATE]

_____, Construction Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Contract Modification Request
MaineDOT WIN:

Dear [NAME]:

Attached for your review is Contract Modification #[number] for **[insert project scope]** in the Municipality of [NAME]. The change will consist of **[insert description of contract modification including scope change and/or extra costs]**.

An Independent Estimate of the cost of the additional work is attached. This modification will add **[number of days]** to the original contract.

(Note: The amount of time required by the modification must be noted. If there is no change in the schedule, then state “0 days” or indicate that the modification will not change the amount of time associated with the contract.)

If you need additional information, please let me know.

Sincerely,

[NAME], Local Project Administrator

Cc: MaineDOT Project Manager

PROJECT DESCRIPTION:	
CONTRACT MOD. NO.:	
PROJECT WIN:	
MUNICIPALITY:	
DATE ISSUED:	

To: _____, you are hereby notified, the following work is to be accomplished in accordance with the provisions of your Contract. The work will not be considered authorized for payment without the required signatures. Payment will be made as described.

(By signing this Order the Contractor agrees that all issues, including time, relating to the described work are satisfactorily resolved by this Order. No other compensation will be sought or made.)

DESCRIPTION:

--

REASON:

--

COST:

--

Amount of this Order: \$

Original Contract Amount	\$
Total Cost of this Contract Modification	\$
Total Cost of all Contract Modifications Including this Mod	\$
Percentage of Contract for this Mod	%
Total Percentage of Contract including all Mods	%
Total Contract Amount Including this Mod	\$

Additional Days Added (This Mod):	New Completion Date:
-----------------------------------	----------------------

TITLE:	SIGNATURE:	DATE:
Resident or Inspector		
Contractor		
Municipality		

Letter 19: Construction – Final Inspection

[DATE]

_____, Construction Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Final Inspection, MaineDOT WIN:

Dear [NAME]:

Your attendance is requested at the Final Inspection for **[insert project scope, WIN]** in the Municipality of [NAME] on **[insert meeting date/time]**. At the time, we can also make available all documentation and testing results for the project.

If you need additional information, please let me know.

Sincerely,

[NAME], Local Project Administrator

Cc: MaineDOT Project Manager

Letter 20: Final invoice and Completion of Work (Federal Project)

INSTRUCTIONS: This must be submitted on letterhead with all requested documentation.

[DATE]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016
Subject: Final Invoice and Notification of Completion of Work
MaineDOT WIN _____; Contract # _____

This Municipality of _____ certifies that the contractor has completed all work on the subject project in accordance with the construction contract and approved modifications, and that:

- The Municipality has accepted the work; and
- The Municipality has measured and reconciled final quantities with the contractor, with all supporting documentation of such; and
- The Municipality has paid the contractor in full; and
- There are no outstanding claims or disputes associated with the project.

Accordingly, the Municipality submits this final invoice with supporting documentation requesting reimbursement of \$ _____ as MaineDOT's _____ % share of expenditures for the invoice period, _____. I understand that the Municipality's _____ % share of MaineDOT's internal charges to the project will be reconciled and deducted from this final invoice.

Also attached are the Consultant Evaluation, Contractor Evaluation and As-Built Plans.

By signing this invoice, I certify to the best of my knowledge and belief that the information provided is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal funding award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)

Sincerely,

_____, Local Project Administrator

Enclosures: Final Billing; Consultant Evaluation; Contractor Evaluation; As-Built Plans

(Revised March 2023)

Local Project Administration Manual & Resource Guide

Hiring Consultants



MaineDOT

Integrity - Competence - Service

Chapter 2 - Updated, February 2025

Hiring Consultants

Project engineering is a complex task requiring assistance from licensed professionals. For this reason, local public agencies without staff engineers must hire consultants for project design and inspection work. If an agency intends to pay a consultant with funding from MaineDOT, a qualifications-based selection must be used. Price *cannot* be a scoring factor.

Chapter 2 of this Manual is set up to guide local public agencies in hiring and managing consultants using federal or state funding. Listed below are the topics covered in this chapter:

- Independent Estimate / Pre-Award Consultant Work (page 2-2);
- Selection Methods / Prequalification (page 2-4);
- Request for Proposals (RFP) / Technical Proposals (page 2-6);
- Selection Committee / Price Proposals (page 2-7);
- Salary Limits (*updated*) / Negotiations / Contracts (page 2-8);
- Contract Modifications (page 2-9);
- Debarment / Consultant Evaluations / Risks to Funding (page 2-9);
- Appendix 2A: Consultant Selection Checklist (page 2-10);
- Appendix 2B: Submittals to MaineDOT (page 2-13);
- Appendix 2C: Payment Methods (page 2-18); and
- Appendix 2D: Guidance on Consultant Expenses (page 2-21).



2.1 Scope of Work

Hiring a consultant begins with preparing a well-defined scope of work. At the start of a project, the local public agency managing the project should prepare a scope that covers the following items, to the extent that they apply:

- A description of the project, with the location and the type of work;
- Deliverables such as a preliminary design report (PDR) and final plans, specifications and an updated estimate (PS&E);
- Proposed schedule;
- The number of public meetings to be facilitated;
- Project-specific tasks such as utility coordination, preparation of permit applications, and right-of-way mapping, as applicable;
- Specialized services, such as geotechnical engineering or traffic engineering work.

2.2 Independent Estimate

A local public agency that intends to hire a consultant with funding from MaineDOT must prepare an independent estimate. The estimate will determine the selection process – set out in section 2.4 (Selection Methods) – and will be the basis for contract negotiations.

The independent estimate, which an agency must prepare and submit to MaineDOT's project manager for review before requesting proposals, must include:

- Tasks based on the scope of work, as set out in the model worksheet on page 2-3;
- Classifications and estimated hourly wages of personnel likely to work on a project;
- Estimated number of hours required, by employee classification;
- Estimated overhead (indirect) rate;
- Direct costs, such as mileage (state rate), reproduction, and sub-consultants; and
- A reasonable profit, generally 8 percent to 10 percent.

An estimate must be treated as confidential, not to be shared with anyone submitting a proposal. During negotiations, the proposed price may vary by **15 percent** from the estimate for services estimated at \$100,000 or less, and by **10 percent** for services estimated to exceed \$100,000.

An Excel worksheet is in the Consultant Procurement section of the LPA Documents web page: www.mainedot.gov/lpa/lpadocuments/

Although the estimate must be prepared by the local public agency sponsoring a project, MaineDOT may offer guidance. In many cases, there are local resources, such as:

- An experienced local official from a different community;
- A local professional engineer not involved in a project; and
- Retired technical professionals.

Note: Anyone who assists with an independent estimate cannot participate in the RFP process.

2.3 Pre-Award Consultant Work

A consultant may assist with a project funding application, but such costs are non-reimbursable. If MaineDOT awards funding, an agency must hire a consultant to design the project using a separate process that follows the requirements in Section 2.4: Selection Methods.

There is one exception. If a consultant is hired to prepare preliminary design plans, before a project is funded, the original consultant may stay on the project post-award with MaineDOT's approval – as long as the following conditions are met:

- The local project sponsor initially used a competitive, qualifications-based selection; and
- The consultant has prequalification status in an appropriate MaineDOT category; and
- The original contract has a provision allowing for additional services; and
- The original contract has not lapsed by the time funding from MaineDOT is awarded.

INDEPENDENT ESTIMATE WORKSHEET

(Example)

Project Title/Location:

MaineDOT WIN:

Service Area or Phase of Work:

Date:

Revised

Prepared By:

		Project Manager	Project Engineer	Project Engineer	Designer	CADD Technician	Traffic Engineer	Other	Other	Admin Support	TOTAL
#	Task Descriptions	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
1	Survey										0.00
2	Alignment & Profile										0.00
3	Utility Coordination										0.00
4	PDR Submittal										0.00
5	Public Meeting										0.00
6	Misc. Meetings with Staff										0.00
7	Environmental Permits										0.00
8	Plan Impacts Submittal										0.00
9	Engineer's Estimate										0.00
10	Final Design										0.00
11	Final PS&E Submittal										0.00
12	Bidding Support										0.00
13	Construction Inspection										0.00
TOTAL HOURS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOURLY RATE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
LABOR TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

DIRECT EXPENSES	\$
Mileage	
Printing (External Use)	
Sub-consultants	
Other	
Other	

TOTAL DIRECT EXPENSES = \$0.00

Overhead	0.00 %	\$0.00
Profit/Fee	0.00 %	\$0.00

Subtotal: \$0.00

Direct Expenses: \$0.00

TOTAL ESTIMATED PRICE \$0.00

2.4 Selection Methods

One of the qualifications-based selection methods below must be used if a local public agency intends to pay a consultant with federal or state funding. All methods require a request for proposals (RFP), and none of them can consider price as a ranking factor in the selection process. For guidance, go to the table on the next page and the checklist in Appendix 2A, on page 2-10.

- ☐ **Simplified Acquisition.** If the estimated total cost of consultant work is **\$25,000 or less**, an agency may request a proposal from one consultant prequalified in an appropriate category, as set out in Section 2.5 below. The agency must request and receive approval from MaineDOT using Letter 5 – Simplified Acquisition Request, on page 2-14.
 - ***Note:** Simplified acquisition is for small projects. A local public agency using this method must cover all consultant costs above \$25,000, without benefit of reimbursement. If the estimated cost of work is close to \$25,000, use a competitive process.*
- ☐ **Competitive Solicitation.** If the estimated cost of consultant work is less than **\$500,000**, there are two options: 1.) Use an advertised RFP; or 2.) Send an RFP to at least three firms prequalified in an appropriate category. ***Note:** If the estimated cost is close to \$500,000, including anticipated modifications, use an open, publicly advertised process.*
- ☐ **Advertised RFP.** If the estimated cost of consultant work is **greater than \$500,000**, a local public agency must use an advertised RFP. The RFP may be posted on the websites for the agency administering the project and MaineDOT’s Contract Procurement Office.
- ☐ **Request for Qualifications.** A local public agency also may issue a request for qualifications (RFQ) to create a pool of consultants under a general services agreement, valid for 5 years. The agency must request a proposal for each MaineDOT-funded project from one of the pool consultants and negotiate a project-specific contract, based on an independent estimate.

➡ Price **cannot** be a scoring factor in the evaluation or ranking of any consultant.

2.5 Prequalification

If the estimated cost of a contract is \$500,000 or less – and a local public agency does not intend to use an open RFP – the agency must solicit proposals from prequalified consultants. Firms are listed online under the appropriate service number: <https://www.mainedot.gov/cpo/prequal/>

Locally administered projects commonly fall under one or more of the service numbers below:

- 202.10 – Reconstruction/Rehabilitation Highway Design;
- 206.20 – Minor Marine Facilities Design (*Small Harbor Improvement Program*);
- 209.10 – Pedestrian/Bicycle Facilities Design;
- 210.10 – Traffic Signal and Flashing Beacon Design;
- 601.00 – Highway Inspection, Construction Management, and Support Services;
- 603.10 – Marine Facilities Inspection (*Small Harbor Improvement Program*);
- 608.00 – Materials Testing/Inspection.

TABLE OF CONSULTANT SELECTION METHODS

ESTIMATED CONTRACT VALUE:	≤\$25,000	>\$25,000 to ≤\$500,000	>\$500,000
• Develop a Scope of Work.	✓	✓	✓
• Generate an Independent Estimate.	✓	✓	✓
• Select the most qualified consultant from a list of prequalified firms: www.maine.gov/mdot/cpo/prequal/	✓		
• Request a price proposal from the most qualified consultant.	✓		
• Develop Scoring Criteria.		✓	✓
• Develop a request for proposals (RFP) for review by MaineDOT Project Manager.		✓	✓
• Send RFP to 3-5 prequalified firms, seeking technical and <u>sealed</u> price proposals.		✓	
• Advertise finalized RFP, requesting technical and <u>sealed</u> price proposals.			✓
• Organize an evaluation team to review RFP technical submittals.		✓	✓
• Review technical proposals - and revise Independent Estimate, if necessary.	✓	✓	✓
• Open sealed price proposal from the top-ranked consultant.		✓	✓
• Negotiate scope of work, schedule, and a fair and reasonable price.	✓	✓	✓
• If negotiations break down, request Best and Final Offer.		✓	✓
• Verify that selected consultant is not debarred, via screen shot from sam.gov	✓	✓	✓
• Obtain MaineDOT Project Manager's approval of draft contract before it is executed.	✓	✓	✓
• Execute contract with consultant.	✓	✓	✓
• Issue written Notice to Proceed to consultant.	✓	✓	✓
• Obtain MaineDOT Project Manager's prior written approval of contract modifications.	✓	✓	✓
• Evaluate consultant upon completion of contract and provide copy to MaineDOT.	✓	✓	✓

2.6 Request for Proposals

A local public agency that intends to hire a consultant with funding from MaineDOT must prepare a request for proposals (RFP) that either is sent directly to prequalified firms or advertised for open competition, as set out in Section 2.4: Selection Methods.

- If the RFP requests paper proposals, each proposer will submit a **technical proposal** and a separate, sealed **price proposal** that must be secured and remain unopened. Once technical evaluations are completed, the sealed envelope from the top-ranked proposer may be opened. *If MaineDOT learns that an agency has considered price before selecting the top-ranked proposer, MaineDOT will reject the process and require that agency to start over.*
- If the RFP requests electronic proposals, each proposer will submit only its technical proposal up front; a price proposal will be requested from the top-ranked proposer later on.

A local public agency must answer only written questions submitted in the question-and-answer period stated in its RFP. Answers must be posted with the RFP so that all proposers have the same information. Proposals must be kept in a secure place until the submittal deadline.

➤ A template is online, under Consultant Procurement: www.mainedot.gov/lpa/lpadocuments/

An RFP must include the following information:

- Scope of work and a location map;
- Requirement for a technical proposal and separate, sealed price proposal;
- Person responsible for answering questions and receiving proposals;
- Deliverables;
- Scoring criteria and relative weights;
- Deadlines for questions and for proposals; and
- **Salary cap.** The RFP must state that salary rates are subject to limits established by MaineDOT, as set out in subsection 2.9.1 at the top of page 2-8.

2.7 Technical Proposals

A local public agency must request from each prospective consultant a technical proposal providing information that will be used to evaluate the qualifications of responsive firms.

Technical proposals should include the following information, at a minimum:

- Résumés of personnel, including descriptions of similar projects they have worked on;
- A proposed schedule;
- Consultant firm's experience delivering projects on schedule and on budget;
- A firm's experience with projects having state and federal transportation funds;
- Contact information for professional references from similar, completed projects; and
- Any subconsultants and the work they will perform.

2.8 Selection Committee

A local public agency must set up a committee to score consultant technical proposals. The committee must include the LPA certified official in charge of a project and at least two other local representatives. MaineDOT's participation in the scoring process is optional.

The selection committee, at a minimum, should consider using the factors listed below:

- Qualifications and experience of consultant staff;
- Ability to start and complete work on schedule; and
- Performance on comparable projects, based on reference checks.

➡ **Remember:** Price cannot be a factor in the evaluation or ranking of any consultant.

2.9 Price Proposals

Under a qualifications-based selection, an agency may receive price proposals in two ways:

- ☐ Request separate, sealed price proposals from everyone up front, but open the price proposal only from the highest ranked firm once scoring is completed; or
- ☐ Request a price proposal from the top-ranked firm once scoring is completed and give that firm at least five days to respond. ***This method must be used for electronic submittals.***

Price proposals must provide the following information:

- ☐ **Direct Labor** (without overhead and profit) for each employee on a project, within the limits set out in subsection 2.9.1: Salary Limits (page 2-8).
- ☐ **Number of hours** required to perform the service, by task and by employee.
- ☐ **Overhead**, which covers rent, utilities, benefits, insurances and other costs not specific to a project, as supported by an audited overhead report approved by MaineDOT.
 - ***Note:** Use commercial rates for smaller firms without audited overhead reports, as set out in Appendix 2C - Payment Methods (page 2-18).*
- ☐ **Direct costs** (not factored into a firm's overhead rate), such as the following:
 - Mileage at the State of Maine's rate, found online:
<https://www.maine.gov/osc/travel/mileage-other-info>;
 - Subconsultants at actual cost, with documentation set out in 2.9.1 on next page;
 - Project-specific reproduction and other miscellaneous costs; and
 - Travel-related meals and lodging at rates set by the General Services Administration. Refer to Appendix 2D – Guidance on Consultant Expenses (page 2-21).

***Note:** Consultants cannot mark up direct costs. They must be billed at actual cost.*

- ☐ **Profit**, generally capped at 10 percent on contracts for preliminary engineering and construction support services and at 8 percent on contracts for field inspection.

2.9.1 Salary Limits

Direct salary of up to **\$87.13 per hour** is permitted on new and adjustable-rate contracts as of January 1, 2025. Rates must be supported by an Appendix A-1 listing personnel, classifications and actual rates. *(The salary limit will rise by 2.5 percent annually in subsequent years.)*

- **Subconsultants:** In all cases, the prime consultant must submit each subconsultant's proposal with an itemized cost breakdown. If a sub is performing 25 percent or more of the contract, the prime also must submit the sub's Appendix A-1 and Audited Overhead Report.
- **Wage rate waiver:** A completed Wage-Rate Waiver Form approved by MaineDOT is required for salary costs exceeding the limit above. The form is found under Consultant Procurement on the LPA Documents web page: www.mainedot.gov/lpa/lpadocuments/

2.10 Negotiations

After scoring technical proposals, a local public agency will open the proposed price from the highest ranked firm and begin negotiations. The proposed price may vary by **15 percent** from an independent estimate for contracts of \$100,000 or less and by **10 percent** from the estimate for contracts greater than \$100,000.

Remember: Price proposals from consultants not selected must stay *sealed*. If MaineDOT learns that a local public agency has viewed the prices submitted by consultants other than the highest ranked firm, MaineDOT may nullify the selection process.

If a local agency cannot reach terms with a firm after requesting a Best and Final Offer, the agency should terminate negotiations. At that point, the agency should open the price proposal from its second-ranked firm and negotiate. The process should continue until it is successful. An agency cannot go back to a previous consultant after ending negotiations.

2.11 Contracts

After successfully negotiating with a consultant, a local public agency must prepare a contract. MaineDOT project managers must approve all contracts and any subsequent modifications **before** they are executed. *(See section 2.12 – Contract Modifications, on page 2-9.)*

Federally funded contracts must include the items below. Local agencies should use a template found in the Consultant Procurement section of the LPA Documents web page:

www.maine.gov/mdot/lpa/lpadocuments/

- Scope of work, with deliverables and milestones;
- Start and end dates;
- Maximum amount payable under the contract;
- Detailed cost breakdown;
- DBE Utilization Form (*federally funded projects*);
- Indemnification and insurance requirements;
- Verification that a consultant is not debarred (*see section 2.13, on page 2-9*);
- FHWA-1273, Required Contract Provisions for Federal-Aid Contracts.



2.12 Contract Modifications

The local public agency managing a project must prepare a consultant contract modification covering any change in scope, time or amount. A modification must be accompanied by an **independent estimate** of the cost of additional work. A draft modification must be sent to MaineDOT's project manager for approval before it is executed, using Letter 8 (on page 2-17).

A modification must be signed by all parties before any associated tasks are performed. Work covered by a modification that is performed without MaineDOT's approval or before the modification is executed shall be ineligible for reimbursement.

2.13 Debarment

Local public agencies must verify that consultants are not debarred or otherwise prohibited from doing business with the Federal Government. The verification must be sent to the MaineDOT project manager through a screen shot from the System for Award Management at SAM.Gov: <https://www.sam.gov/entity-information>.

2.14 Consultant Evaluations

MaineDOT and the Federal Government require local public agencies to evaluate consultants upon contract completion. A standard, fillable Consultant Evaluation Form is found in the Consultant Procurement section of MaineDOT's LPA Documents web page: www.mainedot.gov/lpa/lpadocuments/.

Upon completing a project, a local public agency must send MaineDOT a copy of its completed Consultant Evaluation Form for every firm with which it contracted. *MaineDOT may withhold final reimbursement until this evaluation is completed.*

2.15 Risks to Funding

In signing agreements with MaineDOT, local agencies become legally bound to meet all of the requirements that come with the federal and state funding for their projects. Listed below are activities that could make consultant costs ineligible for reimbursement:

- ☐ Selecting a consultant based on the lowest price offered for the service.
- ☐ Reviewing prices from all consultants responding to an RFP, not just the top-ranked firm.
- ☐ Starting work before a consultant contract is executed and notice to proceed is sent out.
Work before the execution date would not qualify for reimbursement.
- ☐ Performing work beyond the original scope without a contract modification in place.
Work outside of the original scope would not qualify for reimbursement.
- ☐ Working past the contract expiration date without a modification in place.
Work performed past the expiration date would not qualify for reimbursement.
- ☐ Exceeding the maximum value of a contract without a modification in place.
Reimbursement would be capped at the original contract amount.

Appendix 2A:

Consultant Selection Checklist



Checklist: Consultant Selection

(Updated, March 2024)

1. **Simplified Acquisition: Services estimated to cost no more than \$25,000.**

- ☐ Send draft Scope of Work and Independent Estimate to MaineDOT Project Manager (PM).
- ☐ Obtain MaineDOT PM's approval to use Simplified Acquisition (**Letter 5**).
- ☐ Request/receive proposal from a single, prequalified consultant.
- ☐ Negotiate Scope of Work, schedule and price, based on Independent Estimate.
- ☐ Verify that consultant is not debarred using the SAM.Gov site: <https://sam.gov/content/home>
- ☐ Obtain consultant's completed Disadvantaged Business Enterprise (DBE) form (*federal funds*).
- ☐ Obtain MaineDOT PM's approval of consultant proposal and unsigned contract (**Letter 7**).
- ☐ Execute a contract with selected consultant after receiving MaineDOT's approval.
- ☐ Send consultant Notice to Proceed.

Note: If Simplified Acquisition is used, any other services must be procured using a separate process.

2. **Competitive Solicitation: Services estimated to cost \$25,000 to \$500,000:**

- ☐ Send the draft Scope of Work and Independent Estimate to MaineDOT PM for review/approval.
- ☐ Prepare draft request for technical proposals (RFP) using one of the templates on MaineDOT's LPA Documents web page: <https://www.mainedot.gov/lpa/lpadocuments/>.
 - Send draft RFP to MaineDOT PM for review/approval (**Letter 6**).
- ☐ Send approved RFP to 3-to-5 prequalified firms: www.mainedot.gov/cpo/prequal/
- ☐ Price proposals may be obtained in one of the following ways:
 - a. Consultants may provide sealed price proposals with their paper RFP submittals. The envelope only from the top-ranked firm would be opened after the scoring is done.
 - b. The top-ranked firm may submit a price proposal after the scoring is finished, as follows:
 - Always use this process if proposals are being submitted by email.
 - State in the RFP that a price proposal will be requested after the scoring is completed.
 - Give the proposer five days to submit a price proposal.
- ☐ Form a committee to score technical proposals and rank firms.
- ☐ After scoring technical proposals, review the price proposal from highest ranked firm and negotiate the scope of work, schedule and price.
 - If negotiations with the highest ranked firm are successful, prepare a contract and send it to MaineDOT PM for approval.
 - If terms cannot be reached with the highest ranked firm, request a Best and Final Offer, terminate negotiations, and repeat this negotiation process with the second-ranked firm.
- ☐ Once terms are reached, verify that consultant is not debarred: <https://sam.gov/content/home>

- ☐ If a project has federal funds, obtain completed DBE form from selected consultant.
- ☐ Send unsigned contract and price proposal to MaineDOT for approval (**Letter 7**).
- ☐ Execute a contract, after receiving approval from MaineDOT PM.
- ☐ Send regret letters to the proposers not chosen, along with their unopened price proposals.
- ☐ Send selected consultant Notice to Proceed.
- ➔ Going forward, send draft **contract modifications** to MaineDOT for approval using **Letter 8**, which must be accompanied by an independent estimate of any additional cost.

3. **Advertised Process: Services estimated to cost greater than \$500,000:**

- ☐ Send the draft Scope of Work and Independent Estimate to MaineDOT PM for review/approval.
- ☐ Prepare draft request for technical proposals (RFP) using one of the templates on MaineDOT's LPA Documents web page: www.mainedot.gov/lpa/lpadocuments/.
 - Send draft RFP to MaineDOT PM for review/approval (**Letter 6**).
- ☐ Advertise the approved RFP.
- ☐ Price proposals may be obtained in one of the following ways:
 - a. Consultants may provide sealed price proposals with their RFP submittals. The envelope only from the top-ranked firm would be opened after the scoring is done.
 - b. The top-ranked firm may submit a price proposal after the scoring is finished, as follows:
 - Always use this process if proposals are being submitted by email.
 - State in the RFP that a price proposal will be requested after the scoring is completed.
 - Give the proposer five days to submit a price proposal.
- ☐ Form a committee to score technical proposals and rank firms.
- ☐ After scoring technical proposals, review the price proposal from the highest ranked firm and negotiate the scope of work, schedule and price.
 - If negotiations with the highest ranked firm are successful, prepare a contract and send it to the MaineDOT PM for approval.
 - If terms cannot be reached with highest ranked firm, request a Best and Final Offer, terminate negotiations, and repeat this negotiation process with the second-ranked firm.
- ☐ Once terms are reached, verify that consultant is not debarred: <https://sam.gov/content/home>
- ☐ If a project has federal funds, obtain completed DBE form from selected consultant.
- ☐ Send draft contract and price proposal to MaineDOT for approval (**Letter 7**).
- ☐ Execute a contract, after receiving approval.
- ☐ Send regret letters to the proposers not chosen, along with their unopened price proposals.
- ☐ Send selected consultant notice to proceed.
- ☐ Going forward, send draft **contract modifications** to MaineDOT for approval using **Letter 8**, which must be accompanied by an independent estimate of any additional cost.

Appendix 2B:

Submittals to MaineDOT

Note: Word documents may be downloaded from the “Consultant Procurement” section of the LPA Documents page: <https://www.mainedot.gov/lpa/lpadocuments/>



[Date]

[Name], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 state House Station
Augusta, ME 04333-0016

Subject: Simplified Acquisition Request
MaineDOT WIN [Number]

Dear [Name]:

The Municipality of [Name] is requesting approval to seek a proposal for engineering services for [project scope] from [insert company name], which is prequalified by MaineDOT in the service category of [insert number and type of service]:

Since the cost is estimated to be \$25,000 or less – based on our Independent Estimate (enclosed) – we request approval to use Simplified Acquisition, allowing us to solicit a proposal from one consultant prequalified by MaineDOT to perform the service. Our draft request for proposals is attached for your review.

We understand that MaineDOT cannot participate financially in contract costs exceeding \$25,000, since Simplified Acquisition will be used, and that we must use a separate process to solicit additional consultant services (if required).

Please review the submitted materials and notify us if we are approved to solicit a proposal and subsequently to negotiate a contract with this firm. We understand that we cannot award a contract without your approval.

Sincerely,

[Name], Local Project Administrator

Enclosures:

1. Request for Proposals
2. Independent Estimate

[Date]

[Name], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 state House Station
Augusta, ME 04333-0016

Subject: Request for RFP Review
MaineDOT WIN [Number]

Dear [Name]:

The Municipality of [Name] intends to solicit proposals for consultant engineering services for [project scope]. Attached is the request for proposals that we intend to use for this solicitation.

If estimated price is \$25,000 to \$500,000, use the following language:

Based on our Independent Estimate of the cost of the proposed services (enclosed), we understand that we may select potential consultants from a pool of 3 to 5 prequalified firms. We intend to send the RFP to the following consultants on the MaineDOT Prequalification listing for [insert number and type of service]:

-
-
-

If estimated price is \$500,000 or greater, use the following language:

Based on our Independent Estimate of the cost of the proposed services (enclosed), we understand that we must use a publicly advertised solicitation in accordance with the federal Brooks Act. We intend to advertise the RFP on [date] as follows:

Please review the draft RFP and inform me as to its adequacy.

Sincerely,

[Name], Local Project Administrator

Enclosure: Draft RFP

[Date]

[Name], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 state House Station
Augusta, ME 04333-0016

Subject: Consultant Selection Approval Request
MaineDOT WIN [Number]

Dear [Name]:

The Municipality of [Name] has selected [name of consultant firm] for engineering services for [project scope]. Attached is the negotiated contract, price proposal and our independent estimate. We understand that we cannot execute this contract without approval.

We have verified that our selected consultant is not debarred. Attached is a screen shot from the federal System for Award Management (SAM) database: www.sam.gov.

Please review these documents and respond at your earliest convenience so that we may execute a contract. We understand that no work eligible for reimbursement may begin until we execute the contract upon MaineDOT's approval and give our selected consultant notice to proceed.

Sincerely,

[Name], Local Project Administrator

Enclosures:

1. Draft contract
2. Independent Estimate

[Date]

[Name], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 state House Station
Augusta, ME 04333-0016

Subject: Consultant Contract Modification
MaineDOT WIN [Number], [Project Title]

Dear [NAME]:

Attached for MaineDOT's review is proposed Modification #___ to our consultant contract with [Name of Firm] for [scope of work] services, originally executed on [dd/mm/yy]. This modification proposes to increase the total contract amount by \$00,000.00, to a new total amount of \$00,000.00.

If necessary: This modification also extends the contract by [Time], to a new expiration date of [dd/mm/yy].

The reason for this contract modification is the following: [provide brief explanation].

Our independent estimate of the cost of the additional work is attached.

We realize that we cannot execute this modification until we receive approval from MaineDOT. Please let me know if you need additional information.

Sincerely,

Local Project Administrator

(New, August 2024)

Appendix 2C:

Payment Methods



PAYMENT METHODS

❑ BURDENED HOURLY RATE

Adjustable Burdened Hourly Rate:

This payment method consists of direct labor, overhead and profit that may be adjusted during a contract. Overhead and direct labor rates must be supportable, and direct labor rates must be at or below the cap for projects funded by MaineDOT. (See 2.9.1, page 2-8.) Direct expenses must be listed separately on an invoice and billed without markup.

- Use an adjustable rate for longer contracts, generally greater than one year in duration.

Fixed Burdened Hourly Rate:

This is a fixed rate consisting of direct labor, overhead and profit that cannot be adjusted during the term of a contract. Overhead and direct labor rates must be supportable, and director labor rates must be within the cap for projects funded by MaineDOT. (See 2.9.1, page 2-8.) Direct expenses must be listed separately on an invoice and billed without markup.

- Use a fixed rate for shorter contracts, generally up to one year in duration.

When to use a Burdened Hourly Rate:

A burdened hourly rate payment method is suitable when the effort per unit of work is well defined, but the number of hours required is uncertain. A consultant working under this type of contract must keep a record of the work completed.

Under this payment method, a consultant must submit an audited overhead report to the MaineDOT Office of Audit annually for review and approval. The contract must include a maximum amount payable that cannot be exceeded unless adjusted by a contract modification.

❑ COST PLUS FIXED FEE

Under cost plus fixed fee, a consultant is reimbursed for actual, supportable costs: direct labor (within the salary cap for projects funded by MaineDOT), overhead, and direct expenses that must be listed separately on an invoice. (Direct expenses must be billed without markup.) In addition, the consultant is paid an agreed upon fixed fee (profit), which should be reasonable and range from 8 percent to 10 percent. Once negotiated, this fee is fixed and does not change.

When to use Cost Plus Fixed Fee:

This payment method is suitable when the scope of work is well-defined, but the effort required to complete the work cannot be estimated precisely.

Under this payment method, the consultant must submit an annual audited overhead report to the MaineDOT Office of Audit for review and approval. The contract must include a maximum amount payable that cannot be exceeded unless adjusted by a contract modification.

❑ LUMP SUM

Lump sum includes all direct labor, overhead and profit. Direct expenses either may be included in the lump-sum amount or may be billed separately without markup. Progress payments are generally based on the percentage of work completed.

Under a lump-sum contract, a consultant still must document that the direct-salary rates for staff working on the contract will be within the salary cap for projects funded by MaineDOT. Additionally, the overhead rate factored into the lump sum generally must be supported by an audited overhead report.

The amount of a lump-sum contract is fixed; therefore, it is not subject to adjustment because of cost changes that a consultant might encounter when performing the work. For this reason, local agencies must scrutinize requests from consultants to increase the dollar value of these types of contracts, after work has started.

When to use Lump Sum:

A lump-sum payment method may be used when the scope of work is clear and well defined, and the total cost can be estimated accurately.

- ➡ **Note:** A lump-sum contract must not be used as a way to avoid MaineDOT's limits on consultant compensation.

❑ COMMERCIAL RATE

Commercial rate is a fair and reasonable rate composed of direct labor, overhead (indirect), and profit. This rate remains fixed for the duration of a contract. A local public agency must show that the commercial rate is fair and reasonable by comparing that rate against the rates of a minimum of two other firms of similar size that perform similar work.

- ➡ Direct expenses must be listed separately on an invoice and billed without markup.

When to use Commercial Rate:

A commercial rate may be used when a consultant either is a new or is a small firm without an audited overhead report. As discussed above, this rate generally is established by a market-rate comparison.

END OF APPENDIX 2C

Appendix 2D:

Guidance on Consultant Expenses

Note: This information is available in the “Doing Business” section of the website for MaineDOT’s Contract Procurement Office: <https://www.mainedot.gov/cpo/>

Guidance on Consultant Expenses

Contracts between local agencies and consultants using funding from MaineDOT are subject to the policies of MaineDOT and the State of Maine regarding limits on salary, overhead and project-specific expenses. Prime consultants and their subconsultants must comply with these limits unless granted a waiver in writing before work begins.

This section provides guidance on project-specific direct expenses not included in a consultant's overhead rate. Such expenses must be billed without markup, with mileage and per diem rates following the guidance set out below.

Remember: Consultants cannot mark up subconsultant costs and other direct expenses. MaineDOT also will disqualify for reimbursement any such markups or any other costs exceeding the allowable expenses set out in this section.

☞ For additional information, refer to the following documents:

- MaineDOT Consultant General Conditions: <https://www.mainedot.gov/cpo/>
- Maine State Administrative and Accounting Manual: <https://www.maine.gov/osc/travel/>

Lodging

Any consultant overnight stay that will be charged to a project must receive approval from the local administrator in charge of the project, in consultation with MaineDOT's project manager. Lodging may be approved if round-trip travel to a site other than a consultant's standard work location exceeds 150 miles.

Receipts must accompany any request for reimbursement, which cannot exceed rates from the U.S. General Services Administration: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Meals

A consultant may bill for travel-related meals only if such meals accompany an approved overnight stay, as described in the "Lodging" section above. In such cases, meal costs cannot exceed rates established by the U.S. General Services Administration, which are online: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

If a consultant's policy is to reimburse its employees at the GSA per diem (daily) rate, the consultant will not have to submit receipts. If a consultant's policy is to reimburse employees for the actual cost of meals, the consultant will have to submit receipts; the consultant will be reimbursed for the actual amount paid up to the GSA per diem rate.

Note: If a local public agency is billed at rates exceeding the amounts described above – and the agency does not reject such costs – MaineDOT will deduct the difference between the allowable rate and the actual rate paid from any subsequent invoice for reimbursement.

Mileage

Mileage reimbursement is limited to the maximum rate allowed by the State of Maine. The current mileage rate is found on the website for the Office of State Controller:

<https://www.maine.gov/osc/travel/mileage-other-info>

If a consultant bills for mileage at the higher federal rate – and a local public agency does not flag and reject that cost – MaineDOT will deduct the difference between the federal and state rates from any subsequent invoice submitted to MaineDOT for reimbursement.

Printing

The cost of reproducing design plans for submittal to a local public agency or MaineDOT may be charged to a project at the actual cost. Any printing cost incurred for the consultant's internal use will be considered an overhead expense, ineligible for reimbursement.

Tolls

Highway toll charges must be accompanied by copies of receipts or other proof of payment, such as an E-ZPass statement.

Vehicle Rentals

A consultant may be reimbursed for a vehicle rental for project-related travel if doing so would be cost-effective. Use of a rental vehicle would require the approval of the local administrator in charge of a project, in consultation with the MaineDOT project manager.

The consultant would have to meet the following conditions:

- The cost of the rental and fuel would be less than the mileage reimbursement; and
- The consultant would have to provide a receipt.

Note: If a local public agency invoices MaineDOT for a vehicle rental cost incurred by a consultant without the required approval from the local administrator, MaineDOT may deny reimbursement of that cost.

END OF APPENDIX 2D

Local Project Administration Manual & Resource Guide

Project Design



MaineDOT

Integrity - Competence - Service

Chapter 3 - Updated March 2024

Project Design

Successful projects start with practical designs that reflect sound engineering judgment. Well-developed construction plans and specifications enable contractors to understand what they must build and how the work should be done. Most local agencies, without engineering staffs, will hire consultant engineers. In some larger communities, municipal engineers may perform project design work.

Chapter 3 is set up to guide communities and consultants in meeting MaineDOT's expectations for design work on locally administered projects. It covers the following topics:

- Design Requirements (page 3-1);
- Format of Design Plans (page 3-2);
- Public Involvement (page 3-2);
- Preliminary Design Report / Plan Impacts Complete (page 3-4);
- Using MaineDOT Items (page 3-5);
- Design and the Americans with Disabilities Act (page 3-6);
- Design Exceptions (page 3-7);
- MaineDOT TAME Process / Design Checks (page 3-8);
- Appendix 3A: Americans with Disabilities Act Guidance (page 3-9); and
- Appendix 3B: MaineDOT Item Numbers – *updated* (page 3-18).



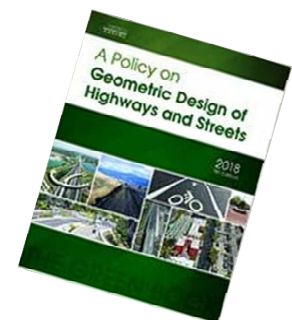
➔ Design guidance is available online: www.mainedot.gov/engineering/practices-procedures/

3.1 Design Requirements

Design work must be supervised by a Maine licensed professional engineer. Additionally, all projects must follow MaineDOT's Engineering Practices and Procedures, Standard Specifications, and Standard Details.

MaineDOT also encourages consultants and municipal engineers to consult appropriate transportation industry references, notably the following:

- AASHTO: A Policy on Geometric Design of Highways and Streets;
- AASHTO: Guide for the Development of Bicycle Facilities;
- AASHTO: Guide for the Planning, Design, and Operation of Pedestrian Facilities;
- AASHTO: LRFD Bridge Design Specifications;
- Federal Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD).



3.2 Format of Design Plans

Projects on state highways must be designed, whenever possible, using OpenRoads Designer software (ORD), by Bentley Systems. If MaineDOT will perform right-of-way work, electronic design files prepared with other software must be submitted to MaineDOT in ORD format so that staff in the MaineDOT Property Office can open them without translation or loss of accuracy.

During design, a MaineDOT crew generally will carry out the field survey for a project on a state or a state-aid highway. In such cases, the survey and the Existing Conditions Plan are prepared to MaineDOT standards using Bentley Systems software. Written approval is required to carry out survey with a non-MaineDOT crew.

Organizations using other design software should contract with consultants with experience converting electronic design files to MaineDOT format – and MaineDOT files to other formats. MaineDOT will return for corrections all electronic design files not meeting its requirements, set out in the policy referenced below.

➡ Policy on Electronic Exchange of CADD Data: <https://www.maine.gov/mdot/caddsupport/>

3.3 Public Involvement

Once preliminary plans are developed, the local agency sponsoring a project must give people an opportunity to weigh in on the design. An agency should determine an appropriate amount of public involvement based on a project's scope. Resurfacing a road, for example, should call for less public outreach than rebuilding a road or developing a new sidewalk or multi-use pathway.

Live and virtual meetings are common ways to inform people about a project. The agency managing a project should notify abutters by registered or certified mail about meetings for projects with potential impacts. The agency also should publicize events using its standard notification procedures, including by electronic means.



Multiple events may be necessary for complicated or controversial projects. If a project may affect a neighborhood where the primary language is not English, an agency may have to conduct outreach to populations with Limited English Proficiency. *(Refer to 3.3.1 on the next page.)*

- ➡ Examples of virtual public meetings are available on MaineDOT's website: <https://storymaps.arcgis.com/stories/415913f8cfcf4fc5a5cc3039a8fe6dd4>

A summary of the public process must be part of the Preliminary Design Report (PDR), covered in section 3.4. Upon completion of the final PDR, a local agency must fill out and send to MaineDOT LPA **Letter 10** certifying that it provided an opportunity for public participation.

- ➡ Word templates may be downloaded from the Public Participation section of MaineDOT's LPA Documents web page: www.mainedot.gov/lpa/lpadocuments/

3.3.1 Public Involvement and Traditionally Underserved Populations

Local agencies must strive to ensure full and fair participation in decision-making by all potentially affected populations. Outreach to communities that may be underserved by conventional methods – such as minority, low-income and Limited English Proficiency groups – helps to ensure that all customers and stakeholders have opportunities to influence transportation decision-making.

To ensure full and fair participation, local project sponsors should consider the following questions:

- Has an organization considered the composition of the affected area to determine whether there are minority populations, low-income populations, Tribes, or other protected groups?
- Has an organization gathered feedback from and involved minority and/or low-income populations in early planning stages?
- Has an organization sought to overcome linguistic, cultural, institutional, geographic, and other barriers to meaningful participation?
- Have non-traditional methods of outreach been considered?
- Has an organization worked with affected populations to determine how to deliver the benefits from a project while mitigating potential adverse impacts?

To maximize the effectiveness of efforts to engage underserved people, MaineDOT encourages local agencies to consider using the following tools, especially for large or controversial projects that may affect minority or low-income neighborhoods:

- Plan public meetings well in advance, using diverse print and electronic media.
- Determine what non-English languages and other cultural characteristics could limit public participation, and offer appropriate accommodations to reduce any barrier effect.
- Accept verbal and written comments in languages other than English, if necessary.
- Hold meetings and conduct outreach in affected neighborhoods, if appropriate, using community activity centers as meeting locations and venues for informal outreach.
- Hold meetings at convenient times and at locations that are accessible and welcoming to all, including those with disabilities. (This includes providing appropriate room set-up and, when requested, alternate formats of handouts.)
- Make available alternative methods for two-way flow of information and input between a local agency and people who are not likely to attend meetings.
- Use various illustration and visualization techniques to convey and project information, including, but not limited to, charts, graphs, photos, maps and the Internet.
- Reach out to community agency staff and local leaders with expertise in contacting and connecting with underserved people, to obtain advice and information about best practices and effective techniques.

3.4 Preliminary Design Report

Early in project development, a designer drafts preliminary plans (60 percent complete), identifies initial impacts, and prepares a preliminary cost estimate. The primary product at this point is a Preliminary Design Report (PDR), which is submitted to a MaineDOT project manager for review using a standard form in the Engineering and Design section of the LPA Documents page: www.mainedot.gov/lpa/lpadocuments/

Local agencies must submit an initial draft PDR and, after addressing any comments, a final PDR that provides the following information, at a minimum:

- Project location, with map;
- Design criteria;
- Description of existing conditions, including traffic volumes;
- Typical sections with pavement structure for travel lanes, shoulders and drives/entrances;
- Proposed exceptions to controlling design standards (if applicable);
- Identification of environmental, utility and right-of-way impacts;
- Compliance with Americans with Disabilities Act and MaineDOT Complete Streets Policy;
- Results of meetings and other public involvement activities; and
- Construction cost estimate, using MaineDOT items. (Refer to section 3.6.)

3.5 Plan Impacts Complete

Upon approval of the PDR, a project advances to final design and the Plan Impacts Complete (PIC) milestone. A project reaches PIC when design is at least 80 percent complete, right-of-way needs have been determined, and MaineDOT has signed off on the highway, traffic, environmental and drainage designs, as applicable. At this point, updated plans and cost estimates must be sent to the MaineDOT project manager for review and comment as .pdf files.

A project generally reaches PIC when the plans show these details, as applicable:

- Plan views with cut/fill lines;
- Cross-sections every 50 feet showing proposed limits of slopes and new construction;
- Beginning and end of project stations;
- Bearings on the baseline;
- Locations and limits of driveways and entrances to be constructed;
- Type of surface treatment on drives and entrances;
- Locations of curbing, sidewalks and islands, including their geometrics;
- Drainage scheme showing underdrain, basins, culverts, ditches and outlet locations;
- Calculated drainage flows;
- Clearing limits and individual trees/shrubs to be removed, regardless of size;
- Locations of structures to be installed, such as retaining walls;
- Locations of all signal poles, special street lighting, conduits and junction boxes; and
- Existing utilities on plans and cross sections with proposed new locations.

3.6 Using MaineDOT Items

The estimates and bid documents for a locally administered project must use MaineDOT items. These items refer to sections of MaineDOT's Standard Specifications, providing consistency in how work is carried out, measured, tested and paid for. Using MaineDOT items also enables design staff to check recent bid-price history, available from MaineDOT.

Note: This section provides general guidance; it should not be treated as a comprehensive listing. Common items for locally administered projects are listed in **Appendix 3B**, starting on page 3-18. Consult with MaineDOT if you cannot find an appropriate item number; do not create an item.

MaineDOT's complete **Item Dictionary** is online: www.mainedot.gov/contractors/publications/

- ❑ **Division 200 – Earthwork** generally covers clearing and excavation. Commonly used items:
 - 201.11 Clearing;
 - 201.23 Removing Single Tree Top Only;
 - 202.202 Removing Pavement Surface;
 - 203.20 Common excavation;
 - 203.21 Rock excavation;
 - 203.24 Common borrow & 203.25 Granular borrow.
- ❑ **Division 300 – Bases** generally covers aggregates. Base and subbase gravels begin with **304**.
- ❑ **Division 400 – Pavement** items begin with **403**. Hot-mix asphalt pavement typically is either 19.0 mm, 12.5 mm or 9.5 mm. Check the Item Dictionary for appropriate item numbers.
- ❑ **Division 500 – Structures** covers structural items for bridge and marine projects. Typical items fall under **502** (structural concrete), **504** (structural steel), and **528** (structural timber).
- ❑ **Division 600 – Miscellaneous Construction** covers a variety of common items, as follows:
 - 603 – culvert pipe;
 - 604 – catch basins;
 - 608 – sidewalks;
 - 609 – curb;
 - 615 to 621 – landscape items (loam, seed, mulch and other items);
 - 626 – electrical items
 - 634 – lighting items;
 - 627 – roadway striping;
 - 643 – traffic signals;
 - 645 – highway signs;
 - 652 – traffic control;
 - 659.10 – mobilization.

Note: An 800-series section in the Item Dictionary covers miscellaneous items not found elsewhere.

3.7 Design and the Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (the ADA) prohibits discrimination against people with disabilities. In the context of locally administered projects, the law frequently requires highway improvements to address ADA deficiencies. This section is intended as a summary for designers. For additional guidance, see [Appendix 3A](#), “Americans With Disabilities Act Guidance.”

Many types of highway projects must improve access to existing pedestrian facilities to the *maximum extent feasible*. This requirement applies to new construction, reconstruction, rehabilitation, and pavement treatments such as overlay, mill-and-fill, in-place recycling and micro-surfacing.



ADA-compliant curb ramps must be built within the limits of a project where barriers restrict access to sidewalks and other walkways. MaineDOT requires installation of detectable warning fields and, where warranted, upgrades to pedestrian signals so that persons with disabilities can use them.

➡ **ADA resources** are online: www.mainedot.gov/civilrights/ada/resources-engineers/

Curb ramps should be designed and built in accordance with MaineDOT’s [Standard Details](#), sections 801(11-27). If they cannot be constructed to comply fully with the ADA, they must comply with the law to the maximum extent feasible, with deficiencies explained and documented on MaineDOT’s standard **ADA Technical Infeasibility Form**, available at the link cited above.

The summary below provides general guidance for items common to locally administered projects:

☐ **New sidewalks:**

- The sidewalk standard for state highways and projects funded by MaineDOT is 5 feet wide, excluding curbing, with a cross-slope standard of 1.5 percent.

☐ **Curb ramps:**

- Enable a person with a mobility disability to travel from a sidewalk on one side of the street – over or through curbs and traffic islands – to a sidewalk on the other side of the street;
- Running slope cannot exceed 8.33 percent;
- Cross-slope standard is 1.5 percent;
- Ramps must be a minimum of 5 feet clear width;
- The bottom of a ramp must be flush with the street;
- Landings must be level, with a grade no greater than 2 percent in each direction.

☐ **Detectable warnings:**

- Alert people with visual impairments to stop at roadways;
- Must be placed at mid-block crossings and at intersections with traffic signals or stop signs;
- Should be the full width of any curb ramp and at least 2 feet deep;
- Refer to MaineDOT Standard Detail 608(02) for guidance.

3.8 Design Exceptions

Designers and engineers often face tradeoffs. An appropriate design balances cost, safety, mobility, social and environmental impacts, and the needs of a variety of users. When it isn't practical to meet standard design criteria, an appropriate solution may be to use a design value outside the standard range – if the designer has analyzed potential impacts to safety and operations.

A design exception is a documented decision to design an element of the transportation system to criteria outside of established guidelines. For projects along state highways, exceptions to the criteria in the matrix below must be highlighted on the design plans, with a memo describing the controlling values and the nature of each proposed exception.

Design exception form is found under “Engineering and Design” on the LPA Documents page: www.mainedot.gov/lpa/lpadocuments/

Requests for design exceptions on locally administered projects must be sent initially to the manager of the MaineDOT Multimodal Program. From there, a design exception request may be elevated to the MaineDOT Engineering Council, as warranted and shown below.

Highway Corridor Priority	Applicable Controlling Criteria	Approval Level
1-2 (NHS)	CS, CZ, DS, HC, LW, MG, SC, SSD, SR, SW, VC	MaineDOT Engineering Council *
3-4 (State Highways) 5 (Local)	CS, CZ, DS, HC, LW, MG, SC, SSD, SR, SW, VC	MaineDOT Program Manager **

- CS Cross Slope
- CZ Clear Zone
- DS Design Speed
- HC Horizontal Curve Radius
- LW Lane Width
- MG Maximum Grade
- SC Structural Capacity
- SR Superelevation Rate
- SSD Stopping Sight Distance
- SW Shoulder Width
- VC Vertical Clearance

** Design exceptions on preservation projects shall be approved at the Program level. Design exceptions on rehabilitation projects can be approved at the Program level, with consideration given to submitting such exceptions to the Engineering Council on complex projects.*

*** Design exceptions on complex projects should be submitted to the Engineering Council.*

3.9 MaineDOT TAME Process

MaineDOT uses Traffic Analysis Management and Evaluation (TAME) to address potential traffic delays from construction. Upon finalizing a Preliminary Design Report (PDR), a local agency should submit to the MaineDOT project manager a TAME Request Form, which can be downloaded using the link below.

After reviewing the request, MaineDOT may prepare a special provision restricting lane closures (Section 105, Limitation of Operations). Projects on roads with heavy seasonal traffic or average daily traffic volumes greater than 10,000 are likely to have some restrictions on lane closures.

➡ TAME guidance is online: www.mainedot.gov/engineering/practices-procedures/

3.10 Design Checks

MaineDOT requires consultants and municipal engineers working on locally administered projects to perform and document quality-control (QC) design checks at the milestones below:

- At submittal of the draft and final Preliminary Design Report (PDR);
- At submittal of Design Plan Impacts; and
- At submittal of draft and final plans, specifications & estimate (PS&E).

The QC process will consist of reviewing all calculations, design assumptions, contract provisions, plan set, cost estimates and all other relevant documents. The design reviewer must be a qualified individual other than the originator of the documents.

The design-review process should cover the following tasks:

- Summarizing the design-check process, including tools used.
- Reviewing the calculations for each design element.
- Assuring that the design meets MaineDOT standards, policies and practices.
- Documenting the checks performed through initials of the reviewer, the date on which a review was performed, and comments by a reviewer.
- Checking for compliance with legal and regulatory requirements, such as the Americans with Disabilities Act (ADA) and Manual on Uniform Traffic Control Devices (MUTCD).
- Reviewing the cost estimate, including quantity and unit price analysis with comparison to established budget and project scope. *MaineDOT pay items must be used.*
- Analyzing the proposed design for potential construction and maintenance issues.



MaineDOT will verify the design checks through its quality-assurance reviews of project plans. MaineDOT staff will not review plan submittals that lack evidence of design checks until they receive such documentation.

Appendix 3A:

Americans with Disabilities Act Guidance

❑ Additional ADA resources are available online:
www.maine.gov/mdot/civilrights/ada/resources-engineers/



Maine Department of Transportation

Highway Program

Design Guidance

Title: Minimum ADA Requirements for Pedestrian Facilities

Issue Date: November 1, 2017

Discipline: General Engineering

Revised Date: **October 24, 2023**

Originator: Highway Program

Approved By: Bradford Foley, P.E.

Background:

The MaineDOT ADA Title II Transition Plan specifies what ADA standards MaineDOT has adopted. The MaineDOT ADA Compliance Policy specifies what improvements will be required, based on project scope. This document is intended to provide guidance on what makes each individual element of a pedestrian facility ADA compliant. It should be the basis for determining if an existing pedestrian facility is ADA compliant and for designing and constructing new or improved pedestrian facilities.

Guidance:

Existing Pedestrian Facilities

If an existing pedestrian facility meets the requirements listed in Table 1 it is considered an ADA compliant facility. Such facilities do not need to be improved if it is beyond the planned scope of work to do so. Consideration should be given to the overall system of pedestrian facilities on the project to make sure there are no non-ADA safety issues that need to be addressed. Examples of such non-ADA safety issues include cross walk locations, refuge areas, and visibility.

New or Reconstructed Pedestrian Facilities

New pedestrian facilities, or existing facilities that must be reconstructed, shall be designed and built to meet the minimum requirements listed in Table 1.

More detailed guidance on the design of pedestrian curb ramps can be found in the Standard Details.

Exceptions

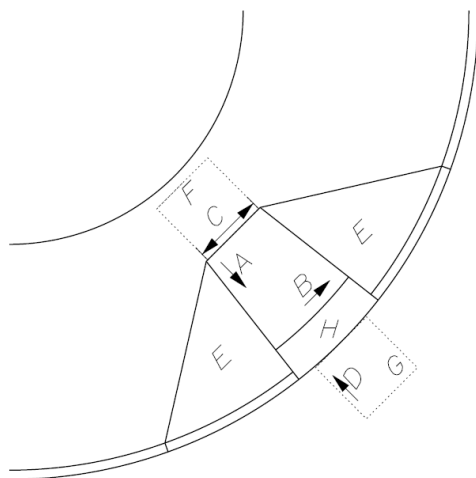
The ADA Compliance Policy allows exceptions to be made when it is “technically infeasible” or “physically impractical” to meet all current ADA requirements. In some cases, there may be physical constraints that are beyond project scope to modify or remove that make it infeasible to meet ADA requirements. Examples of these constraints include, but are not limited to, underground and overhead utility structures, bridge structures, building entrances at back of sidewalk, retaining walls, and established landscaping such as large trees. In such cases, the facility must be upgraded to the maximum extent possible. Technical infeasibility or physical impracticality may not be determined solely based on cost.

The ADA Compliance Policy requires that locations where full compliance with current ADA standards is not feasible be documented according to the following established procedure:

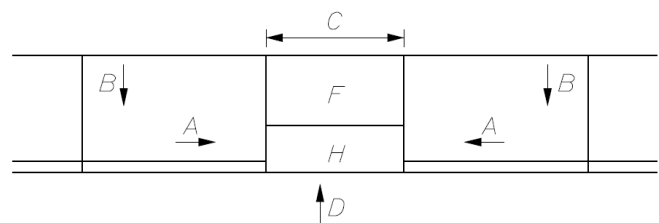
- If an element does not meet the minimum requirements for pedestrian facilities listed in Table 1, include discussion in the ADA compliance section of the Preliminary Design Report and submit an [ADA Technical Infeasibility Form](#) for review to the appropriate Program Manager or Region Manager and the Title II ADA Coordinator. Approval may be granted at the Program or Region level or forwarded to the Engineering Council for further review.

		Minimum Requirements for Pedestrian Facilities
		SIDEWALKS
Cross Slope		1.5% (1:67) (standard) 2% (1:50) (maximum)
Clear Width		5 feet, excluding curb (standard) 4 feet, excluding curb (minimum) <i>3 feet, excluding curb, may be acceptable if waived by the Chief Engineer. Widths less than 5 feet require a 5 foot by 5 foot passing space every 200 feet.</i>
		CURB RAMP
Running Slope	A	Max. 8.33% (1:12)
Cross Slope	B	1.5% (1:67) (standard) 2% (1:50) (maximum) <i>Ramp cross slope at street crossings without stop or signal control may match roadway profile.</i>
Clear Width	C	Min. 4' – 8" <i>Provide 5'-8" clear width when feasible. Existing ramp width may remain 4 feet.</i>
Counter Slope	D	Max. 5% (1:20) <i>Adjacent surface must be flush with the ramp.</i>
Flared Sides	E	Max. 10% (1:10)
Turning Space	F	4 feet by 4 feet <i>Maximum slope of 2% in any direction. May include Detectable Warnings.</i>
Clear Space	G	4 feet by 4 feet <i>Located at the bottom of perpendicular ramps outside active travel lanes.</i>
Detectable Warnings	H	<i>Required at traffic-controlled intersections and mid-block crossings. Extend the full width of curb opening except for a 4" maximum border.</i>

Table 1. Minimum Requirements for Pedestrian Facilities



Perpendicular Ramp



Parallel Ramp

MaineDOT ADA Compliance Policy for Construction and Maintenance

- Revised August 11, 2016 -

❑ Overview

MaineDOT is responsible for implementing the requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act (ADA), and all applicable enforcement regulations, on its transportation facilities. This policy identifies actions necessary to comply with ADA requirements as work is performed on the highway and bridge system.

***NOTE:** This policy applies to locally administered projects with federal or state funding. MaineDOT will expect municipalities and their design consultants to abide by the requirements.*

❑ General

Newly constructed, reconstructed, or rehabilitated pedestrian facilities will fully meet current ADA accessibility standards. MaineDOT will maintain its design guides and Standard Details to ensure that all elements of current ADA compliance are incorporated into roadway improvements as required by this policy.

❑ Alterations and Maintenance

When walkways or other right-of-way elements intended to assist pedestrians are altered as part of a roadway improvement, those walkways and elements must be upgraded to meet current ADA standards. While many maintenance activities are not considered alterations and do not trigger requirements to perform ADA upgrades, most other work, including surface paving treatments and traffic signal replacements, do cause ADA improvements to be made. Table 1 below provides the minimum ADA upgrades required for a variety of work scopes.

❑ Consideration beyond minimum requirements

In determining the extent to which ADA improvements must be performed within the limits of work, designers should consider the accessibility of existing pedestrian facilities in context with local pedestrian use and needs.

- Areas of heavy pedestrian use or the presence of hospitals, retirement centers, veterans facilities, schools, libraries and government buildings would give compelling reason to consider more extensive upgrades, particularly if there are barriers along the adjacent sidewalk. In these areas, municipalities and other local agencies should seek guidance about the extent of ADA improvements from MaineDOT project managers, in consultation with the Multimodal Program Manager and Office of Civil Rights.
- If multiple ADA modifications are being made to meet the minimum requirements, designers should consider upgrading all pedestrian facilities within the project limits rather than leaving a patchwork of compliant and non-compliant ADA elements.
- The extent of work for traditional improvement scopes should not be altered solely to avoid the requirements of this policy.

❑ Crosswalks and curb ramps

Any paving work affecting an existing crosswalk is considered an alteration that requires accessibility review and upgrades.

- When a crosswalk is altered, curb ramps must be installed or brought to current ADA standards where the crosswalk connects to a sidewalk or other pedestrian walkway.
- When a crosswalk is altered at an intersection, upgrades will be made at all corners, even if outside the project limits.
- Curb ramp upgrades will be made as required at driveway/crosswalk crossings when paving activities impact crossings.
- Current standards will be met for all required and applicable curb ramp elements including slopes, width, cross slope, landing area and detectable warnings.

❑ Pedestrian signal systems

When the accessibility of an existing pedestrian signal system is impacted by an alteration, such as improper button height or slopes at pedestrian poles, the pedestrian signal system must be upgraded to meet current ADA standards. The replacement of traffic signals and the relocation of pedestrian poles are also actions that require upgrade of the entire pedestrian signal system.

❑ Exceptions

Technically infeasible situations

If it is technically infeasible or physically impractical to meet all current ADA standards, the standards will be met to the maximum extent possible. Locations where full compliance is not feasible must be documented. If the non-compliant element cannot be improved enough to remove barriers, the municipality managing a locally administered project must consult with the MaineDOT Multimodal Program, which may contact the MaineDOT Civil Rights Office to determine the appropriate course of action.

Federal “Safe Harbor” provision

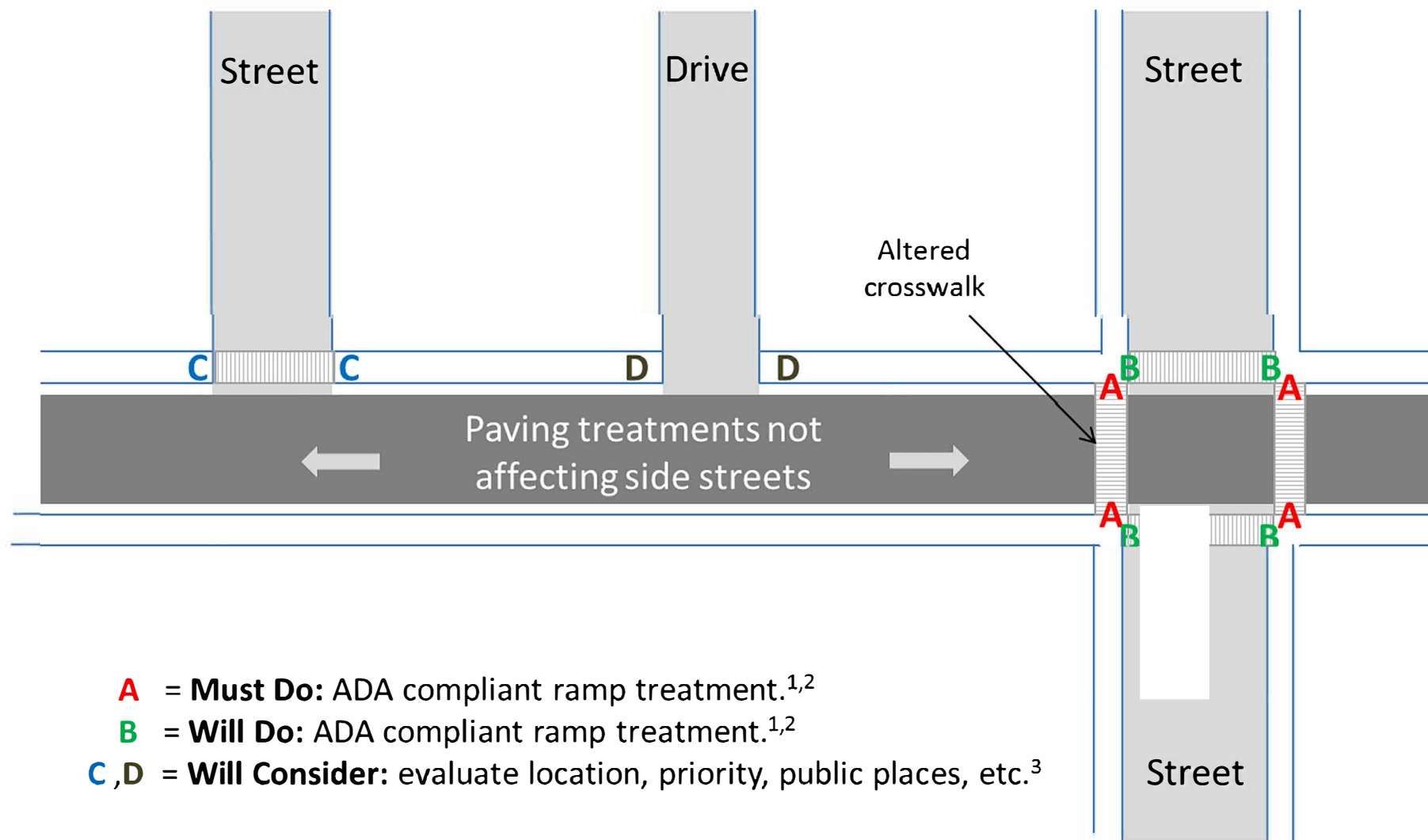
By federal regulation, existing accessibility elements constructed or altered before March 15, 2012 that comply with 1991 ADA Accessibility Guidelines do not have to be modified to comply with the 2010 standards. If this exception is utilized and detectable warnings are not present, detectable warnings will be added at locations determined appropriate as described in the Alterations and Maintenance section above.

❑ Responsibilities

For locally administered capital improvements, the municipality managing a project, in consultation with its contracted design consultant if applicable, is responsible for reviewing existing pedestrian and accessibility elements within the limits of a project and determining what ADA improvements must be made in accordance with this policy.

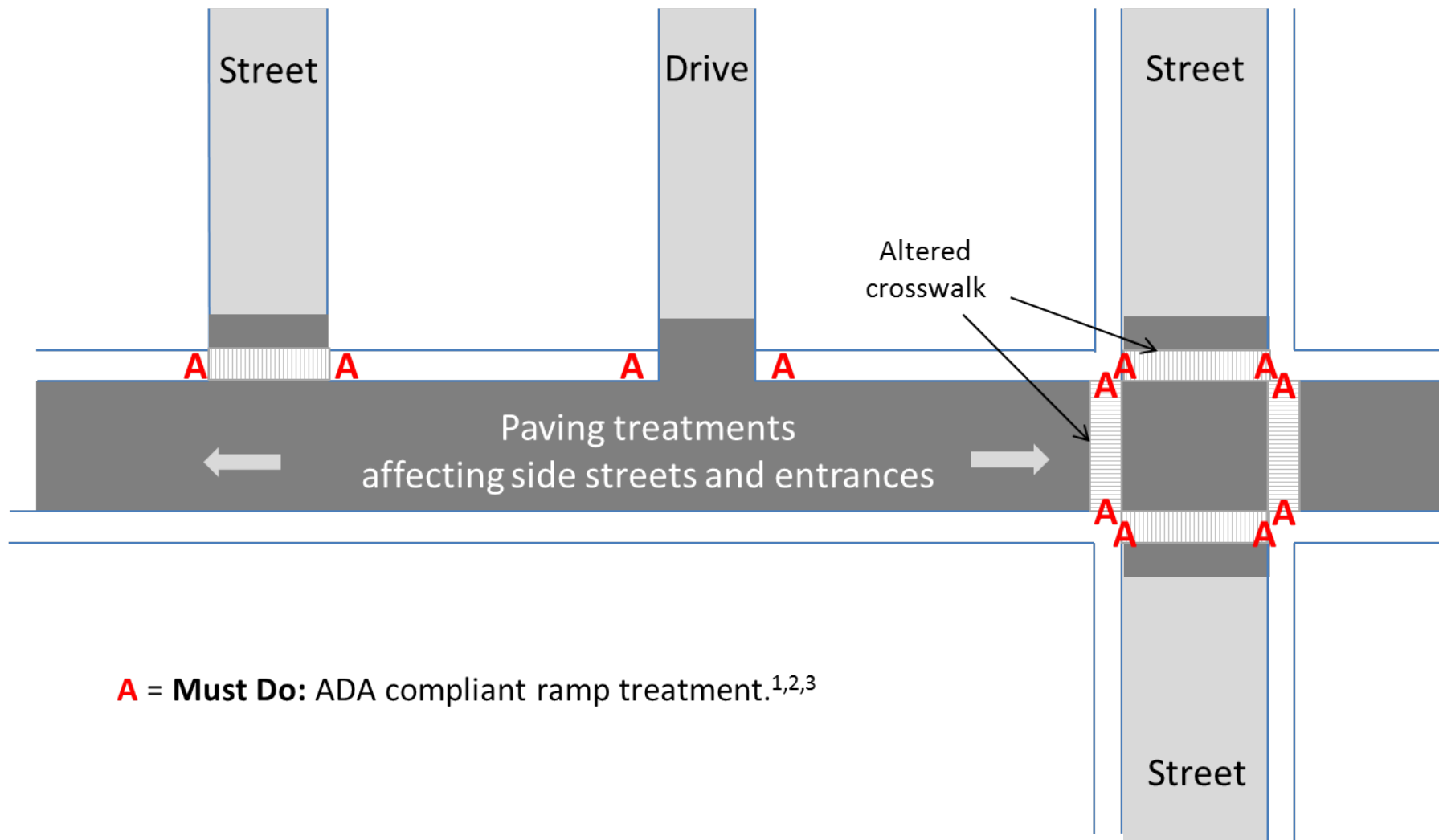
TABLE 1: REQUIRED ADA ELEMENTS BY SCOPE OF WORK

TYPE OF WORK	ADA IMPROVEMENTS NEEDED?	MINIMUM IMPROVEMENTS
<ul style="list-style-type: none"> ▪ New Construction ▪ Reconstruction ▪ Rehabilitation 	YES	Pedestrian facilities must be constructed or upgraded to meet current ADA requirements within the project limits.
Paving Treatments: <ul style="list-style-type: none"> ▪ Mill and fill / Overlay ▪ Micro-surfacing ▪ Hot or Cold In-Place Recycling ▪ PMRAP ▪ Ultra-Thin Bonded Wearing Course ▪ Light Capital Paving 	YES	<ul style="list-style-type: none"> - Upgrade curb ramps where treatment crosses or impacts existing pedestrian elements or routes within project limits. - If a crosswalk is altered at an intersection, all corners must be upgraded even if outside project limits. - Upgrade pedestrian signals to current ADA standard if the improvement affects the accessibility of the system.
Signal: New location that warrants pedestrian facilities	YES	Install or upgrade intersection pedestrian facilities to meet current ADA standards, including curb ramps and pedestrian signal systems.
Signal Replace in Kind	YES	Upgrade intersection pedestrian facilities to meet current ADA standards, including curb ramps and pedestrian signal systems.
Signal: Modification involving excavation or right-of-way that warrants pedestrian facilities.	YES	Upgrade intersection pedestrian facilities to meet current ADA standards, including curb ramps and pedestrian signal systems.
Lighting	NO	
Striping	NO	
Maintenance Activities: Chip Seals, Crack Filling and Sealing, Dowel Bar Retrofit, Fog Seals, Joint Crack Seals, Joint Repair, Pavement Patching, Scrub Sealing, Slurry Seals, Spot High-Friction Treatments, Surface Sealing.	NO	Note: Some combinations of these may require ADA upgrades.



1. Current ADA standards must be met unless existing ramps meet ³⁻¹⁵ 1991 ADA Standards or 1991 UFAS.
2. Truncated domes will be installed at all modified ramps at roadway intersections, but not at drive crossings.
3. Consideration should be given to remove all physical barriers within the project limits along the roadway being improved and the adjacent sidewalks. Project guidance is available through the Highway Program Manager and the Director of the Civil Rights Office.

Figure 1



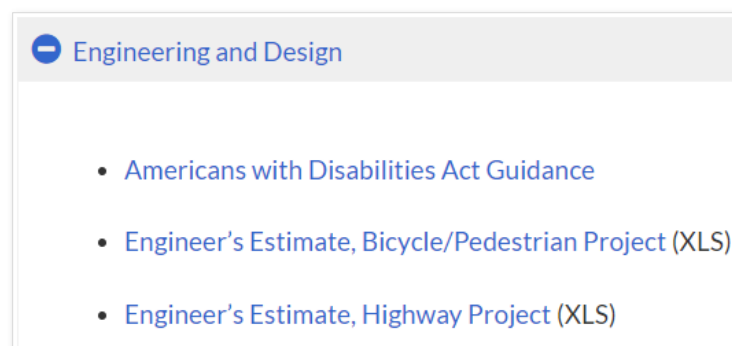
A = Must Do: ADA compliant ramp treatment.^{1,2,3}

1. Current ADA standards must be met unless existing ramps meet 1991 ADA Standards or 1991 UFAS.
2. Truncated domes will be installed at all modified ramps at roadway intersections, but not at drive crossings.
3. Consideration should be given to remove all physical barriers within the project limits along the roadway being improved and the adjacent sidewalks. Project guidance available through the Highway Program Manager or the Director of the Civil Rights Office.

Appendix 3B:

MaineDOT Item Numbers

- ❑ Electronic files in Excel are found in the **Engineering and Design** section of the LPA Documents web page: www.mainedot.gov/lpa/lpadocuments/



- ❑ MaineDOT's **Item Dictionary** is online: www.mainedot.gov/contractors/publications/

Publications & Documents

- [Guide to Bidding](#) (2/8/2022 update)
- [Asphalt 2023](#) (pdf) (10/9/2023 update)
- [How to become a Vendor in the State of Maine](#) (12/28/2012 update)
- [Item Dictionary \(English\)](#) (3/29/2023 update)

ESTIMATE TEMPLATE: BICYCLE / PEDESTRIAN PROJECT

INSTRUCTIONS:

1. This is an estimate template for a sidewalk / multi-use pathway, with common items listed for guidance.
2. Items that don't apply should be deleted; other items may need to be added from the Item Dictionary.
3. The notes in red are for guidance and should be deleted from final estimates.
4. MaineDOT's Item Dictionary is online: <https://www.mainedot.gov/contractors/publications/>

MaineDOT WIN: _____

Project Location: _____

Date: _____

(Updated, January 2025)

Item No.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMT.
201.11	CLEARING	ACRE			
201.23	REMOVING SINGLE TREE TOP ONLY	EA			
201.24	REMOVING STUMP	EA			
202.202	REMOVING PAVEMENT SURFACE	SY			
203.20	COMMON EXCAVATION	CY			
203.21	ROCK EXCAVATION	CY			
203.24	COMMON BORROW	CY			
203.25	GRANULAR BORROW	CY			
203.35	CRUSHED STONE FILL	CY			
206.0611	STRUCTURAL EARTH EXCAVATION - DRAINAGE AND MINOR STRUCTURES	CY			
206.07	STRUCTURAL ROCK EXCAVATION - DRAINAGE AND MINOR STRUCTURES	CY			
304.10	AGGREGATE SUBBASE COURSE - GRAVEL	CY			
403.208	HOT MIX ASPHALT, 12.5 MM SURFACE	TON			
403.209	HOT MIX ASPHALT, 9.5 MM (SIDEWALKS, DRIVES, INCIDENTALS) – <i>Note: Behind curb</i>	T			
403.210	HOT MIX ASPHALT, 9.5 MM – <i>Note: Machine placed, for shoulders/travel lanes</i>	T			
403.213	HOT MIX ASPHALT, 12.5 MM BASE	T			
409.15	BITUMINOUS TACK COAT - APPLIED	GAL			
411.13	STONE DUST SURFACE COURSE - <i>Note: Use on unpaved multi-use pathways.</i>	T			
502.21	STRUCTURAL CONCRETE: ABUTMENTS AND RETAINING WALLS – <i>Note: Pedestrian bridges</i>	CY			
528.20	TIMBER STREAM CROSSING BRIDGE	LS			
530.04	PREFABRICATED BRIDGE STRUCTURE AND ASSEMBLY – <i>Note: Pedestrian bridge</i>	LS			
603.159	12 INCH CULVERT PIPE OPTION III	LF			
603.17	18 INCH CULVERT PIPE OPTION I – <i>Note: Option I is used under driveways</i>	LF			
603.179	18 INCH CULVERT PIPE OPTION III	LF			
603.19	24 INCH CULVERT PIPE OPTION I	LF			
603.199	24 INCH CULVERT PIPE OPTION III	LF			
603.20	30 INCH CULVERT PIPE OPTION I	LF			
603.209	30 INCH CULVERT PIPE OPTION III	LF			
603.21	36 INCH CULVERT PIPE OPTION I	LF			
603.219	36 INCH CULVERT PIPE OPTION III	LF			
604.072	CATCH BASIN TYPE A1-C – <i>Note: Use Type A with granite curb and 3-flange frames.</i>	EA			
604.092	CATCH BASIN TYPE B1-C – <i>Note: Use Type B with paved/concrete curb and 4-flange frames.</i>	EA			
604.161	ALTERING CATCH BASIN	EA			
604.18	ADJUSTING MANHOLE OR CATCH BASIN TO GRADE	EA			
604.2402	BEHIND CURB CATCH BASIN	EA			
604.242	CATCH BASIN TYPE F3 – <i>Note: Type F is small; number is the depth (ft.)</i>	EA			
604.244	CATCH BASIN TYPE F4	EA			
604.246	CATCH BASIN TYPE F5	EA			
604.248	CATCH BASIN TYPE F6	EA			
604.262	CATCH BASIN TYPE B5-C – <i>Note: Offset cone, cascade grate</i>	EA			
605.09	6 INCH UNDERDRAIN TYPE B – <i>Note: Perforations down with Type B</i>	LF			
605.11	12 INCH UNDERDRAIN TYPE C – <i>Note: Perforations up with Type C</i>	LF			
605.12	15 INCH UNDERDRAIN TYPE C	LF			
605.13	18 INCH UNDERDRAIN TYPE C	LF			

Item No.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMT.
606.47	SINGLE WOOD POST	EA			
606.52	MAILBOX REMOVE & RESET	EA			
606.611	TIMBER GUARDRAIL	LF			
607.16	CHAIN LINK FENCE - 4 FOOT	LF			
607.163	CHAIN LINK FENCE - 4 FOOT PVC COATED	LF			
607.22	CEDAR RAIL FENCE	LF			
607.24	REMOVE AND RESET FENCE	LF			
607.26	REMOVE AND RESET STONE WALL	LF			
608.08	REINFORCED CONCRETE SIDEWALK	SY			
608.26	CURB RAMP DETECTABLE WARNING FIELD	SF			
608.32	CONCRETE BASE FOR BENCH TYPE 1	EA			
608.45	CONSTRUCT SIDEWALK	SY			
609.11	VERTICAL CURB TYPE 1 – <i>Note: Type 1 is granite curb</i>	LF			
609.21	CONCRETE SLIPFORM CURB – <i>Note: For sidewalk curb and for curb ramps.</i>	LF			
609.219	CONCRETE SLIPFORM CURB - TERMINAL END	LF			
609.221	TERMINAL CURB TYPE 1	LF			
609.31	CURB TYPE 3 – <i>Note: Type 3 is paved curb</i>	LF			
610.08	PLAIN RIPRAP	CY			
610.18	STONE DITCH PROTECTION	CY			
613.319	EROSION CONTROL BLANKET	SY			
615.07	LOAM	CY			
618.13	SEEDING, METHOD 1 – <i>Note: For lawns (Unit = 1,000 square feet.)</i>	UNIT			
618.14	SEEDING, METHOD 2 – <i>Note: Mowable slopes</i>	UN			
618.141	SEEDING, METHOD 3 – <i>Note: Non-mowable areas</i>	UN			
619.12	MULCH	UN			
621.951	BIKE RACK	LS			
620.58	EROSION CONTROL GEOTEXTILE – <i>Note: Use under riprap</i>	SY			
626.21	METALLIC CONDUIT	LF			
626.22	NON-METALLIC CONDUIT	LF			
626.421	24 INCH DIAMETER FOUNDATION – <i>Note: Use beneath all pedestal poles</i>	LF			
627.733	4 INCH WHITE OR YELLOW PAINTED PAVEMENT MARKING LINE	LF			
627.75	WHITE OR YELLOW PAVEMENT & CURB MARKING – <i>Note: Crosswalks and painted curb</i>	SF			
627.77	REMOVING PAVEMENT MARKINGS	SF			
629.05	HAND LABOR, STRAIGHT TIME	HR			
631.12	ALL PURPOSE EXCAVATOR (INCLUDING OPERATOR)	HR			
631.172	TRUCK - LARGE (INCLUDING OPERATOR)	HR			
631.32	CULVERT CLEANER (INCLUDING OPERATOR)	HR			
639.19	FIELD OFFICE TYPE B	LS			
641.12	BENCH	EA			
641.34	TRASH RECEPTACLE	EA			
643.6001	SOLAR POWERED LED PED CROSSWALK BEACON	EA			
643.621	RECTANGULAR RAPID FLASHING BEACON ASSEMBLY – <i>Note: New item for RRFB</i>	EA			
643.807	LIGHTED CROSSWALKS	EA			
643.92	PEDESTAL POLE	EA			
645.103	DEMOUNT GUIDE SIGN	EA			
645.106	DEMOUNT REGULATORY, WARNING, CONF & RTE MARKER SIGN	EA			
645.113	REINSTALL GUIDE SIGN	EA			
645.116	REINSTALL REGULATORY, WARNING, CONF & RTE MARKER SIGN	EA			
645.292	REGULATORY, WARNING, CONF & RTE MARKER SIGNS TYPE II	EA			
645.306	FLEXIBLE REFLECTORIZED DELINEATOR	EA			
652.33	DRUM	EA			
652.34	CONE	EA			
652.35	CONSTRUCTION SIGNS	SF			
652.36	MAINTENANCE OF TRAFFIC CONTROL DEVICES – <i>Note: Pays for daily setup of traffic control.</i>	CD			
652.38	FLAGGERS	HR			
656.75	TEMPORARY SOIL EROSION AND WATER POLLUTION CONTROL	LS			
659.10	MOBILIZATION	LS			
672.10	PRECAST CONCRETE BLOCK GRAVITY WALL	SF			

Item No.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMT.
673.10	WET CAST SMALL LANDSCAPE BLOCK WALL	SF			
801.03	TEST PITS	EA			
841.48	BOLLARDS	EA			
841.481	REMOVABLE BOLLARD	EA			
		TOTAL:			

ESTIMATE TEMPLATE: HIGHWAY PROJECT

INSTRUCTIONS:

1. Below is an estimate template for a resurfacing / reconstruction / intersection, with common items listed.
 - Non-applicable items should be deleted.
 - This does not list everything; other items you may need are found the Item Dictionary.
2. The notes in red are for guidance only and should be deleted from estimates sent to MaineDOT.
3. The Item Dictionary is online: <https://www.maine.gov/mdot/contractors/publications/>

WIN:

Location:

Date:

(Updated, January 2025)

ITEM	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMT.
201.11	CLEARING	ACRE			
201.23	REMOVING SINGLE TREE TOP ONLY	EA			
201.24	REMOVING STUMP	EA			
202.202	REMOVING PAVEMENT SURFACE	SY			
202.203	PAVEMENT BUTT JOINTS	SY			
203.20	COMMON EXCAVATION	CY			
203.21	ROCK EXCAVATION	CY			
203.24	COMMON BORROW	CY			
203.25	GRANULAR BORROW	CY			
203.33	SPECIAL FILL	CY			
203.34	CRUSHED STONE FILL	CY			
206.061	STRUCTURAL EARTH EXCAVATION - DRAINAGE AND MINOR STRUCTURES	CY			
206.070	STRUCTURAL ROCK EXCAVATION - DRAINAGE AND MINOR STRUCTURES	CY			
304.10	AGGREGATE SUBBASE COURSE - GRAVEL	CY			
304.14	AGGREGATE BASE COURSE - TYPE A	CY			
304.15	AGGREGATE BASE COURSE - TYPE B	CY			
403.208	HOT MIX ASPHALT, 12.5 MM SURFACE	T			
403.2081	12.5 MM POLYMER MODIFIED HOT MIX ASPHALT – <i>Note: Higher truck volumes</i>	T			
403.209	HOT MIX ASPHALT, 9.5 MM (SIDEWALKS, DRIVES, INCIDENTALS) – <i>Note: Behind curb</i>	T			
403.210	HOT MIX ASPHALT, 9.5 MM	T			
403.211	HOT MIX ASPHALT (SHIMMING)	T			
403.213	HOT MIX ASPHALT, 12.5 MM BASE	T			
409.15	BITUMINOUS TACK COAT, APPLIED	G			
502.342	STRUCTURAL CONCRETE ROADWAY TRUCK APRON	CY			
508.13	SHEET WATERPROOFING MEMBRANE	SY			
603.159	12-INCH CULVERT PIPE OPTION III	LF			
603.17	18-INCH CULVERT PIPE OPTION I – <i>Note: Option I is used under driveways</i>	LF			
603.179	18-INCH CULVERT PIPE OPTION III	LF			
603.19	24-INCH CULVERT PIPE OPTION I – <i>Note: Under driveways</i>	LF			
603.199	24-INCH CULVERT PIPE OPTION III	LF			
603.20	30-INCH CULVERT PIPE OPTION I – <i>Note: Under driveways</i>	LF			
603.209	30-INCH CULVERT PIPE OPTION III	LF			
603.21	36-INCH CULVERT PIPE OPTION I – <i>Note: Under driveways</i>	LF			
603.219	36-INCH CULVERT PIPE OPTION III	LF			
603.41	24-INCH REINFORCED CONCRETE PIPE CLASS IV	LF			
603.42	30-INCH REINFORCED CONCRETE PIPE CLASS IV	LF			
603.43	36-INCH REINFORCED CONCRETE PIPE CLASS IV	LF			
603.55	CONCRETE PIPE TIES	GP			
604.072	CATCH BASIN TYPE A1-C – <i>Note: Use Type A with granite curb</i>	EA			
604.092	CATCH BASIN TYPE B1-C – <i>Note: Use Type B with paved/concrete curb</i>	EA			
604.16	ALTERING CATCH BASIN TO MANHOLE	EA			
604.18	ADJUSTING MANHOLE OR CATCH BASIN TO GRADE	EA			
604.243	CATCH BASIN TYPE F3-C – <i>Note: Type F is small; number is depth from top of frame</i>	EA			

ITEM	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMT.
604.245	CATCH BASIN TYPE F4-C	EA			
604.247	CATCH BASIN TYPE F5-C	EA			
604.249	CATCH BASIN TYPE F6-C	EA			
604.262	CATCH BASIN TYPE B5-C – <i>Note: Offset cone with cascade grate</i>	EA			
605.09	6-INCH UNDERDRAIN TYPE B – <i>Note: Holes down</i>	LF			
605.10	6-INCH UNDERDRAIN OUTLET	LF			
605.11	12-INCH UNDERDRAIN TYPE C – <i>Note: Holes up</i>	LF			
605.111	12-INCH UNDERDRAIN OUTLET	LF			
605.13	18-INCH UNDERDRAIN TYPE C	LF			
605.131	18-INCH UNDERDRAIN OUTLET	LF			
605.15	24-INCH UNDERDRAIN TYPE C	LF			
605.151	24-INCH UNDERDRAIN OUTLET	LF			
606.1301	31-INCH W-BEAM GR, MID-WAY SPLICE - SINGLE FACED	LF			
606.1302	31-INCH W-BEAM GR, MID-WAY SPLICE - DOUBLE FACED	LF			
606.1303	31-INCH W-BEAM GR, MID-WAY SPLICE - UP TO 15-FT RADIUS	LF			
606.1304	31-INCH W-BEAM GR, MID-WAY SPLICE - OVER 15-FT RADIUS	LF			
606.1305	31-INCH W-BEAM GR, MID-WAY SPLICE - SPCL FLARED TERMINAL	LF			
606.1306	31-INCH W-BEAM GR, MID-WAY SPLICE - SPCL TANGENT TERMINAL	LF			
606.353	REFLECTORIZED FLEXIBLE GUARDRAIL MARKER	EA			
606.356	UNDERDRAIN DELINEATOR POST	EA			
606.47	SINGLE WOOD POST	EA			
607.24	REMOVE AND RESET FENCE	LF			
608.26	CURB RAMP DETECTABLE WARNING FIELD	SF			
608.45	CONSTRUCT SIDEWALK	SY			
609.11	VERTICAL CURB TYPE 1 – <i>Note: Granite curb</i>	LF			
609.21	CONCRETE SLIPFORM CURB	LF			
609.219	CONCRETE SLIPFORM CURB - TERMINAL END	LF			
609.221	TERMINAL CURB TYPE 1	LF			
609.31	CURB TYPE 3 – <i>Note: Paved curb</i>	LF			
610.08	PLAIN RIPRAP	CY			
610.180	STONE DITCH PROTECTION	CY			
613.319	EROSION CONTROL BLANKET	SY			
615.07	LOAM	CY			
618.13	SEEDING, METHOD 1 – <i>Note: Lawns (Unit = 1,000 square feet.)</i>	UNIT			
618.14	SEEDING, METHOD 2 – <i>Note: Mowable slopes</i>	UN			
618.141	SEEDING, METHOD 3 – <i>Note: Non-mowable areas</i>	UN			
619.12	MULCH	UN			
620.58	EROSION CONTROL GEOTEXTILE - <i>Note: Typically used under riprap</i>	SY			
626.11	PRECAST CONCRETE JUNCTION BOX	EA			
626.21	METALLIC CONDUIT	LF			
626.22	NON-METALLIC CONDUIT	LF			
626.38	GROUND MOUNTED CABINET FOUNDATION	EA			
626.421	24 INCH DIAMETER FOUNDATION - <i>Note: For pedestal pole</i>	LF			
626.44	36 INCH DIAMETER FOUNDATION	LF			
626.451	42 INCH DIAMETER FOUNDATION	LF			
626.46	48 INCH DIAMETER FOUNDATION	LF			
626.47	54 INCH DIAMETER FOUNDATION	LF			
627.18	12 INCH SOLID WHITE PAVEMENT MARKING	LF			
627.733	4 INCH WHITE OR YELLOW PAINTED PAVEMENT MARKING LINE	LF			
627.75	WHITE OR YELLOW PAVEMENT & CURB MARKING	SF			
629.05	HAND LABOR, STRAIGHT TIME	HR			
631.12	ALL PURPOSE EXCAVATOR (INCLUDING OPERATOR)	HR			
631.13	BULLDOZER (INCLUDING OPERATOR)	HR			
631.140	GRADER (INCLUDING OPERATOR)	HR			
631.172	TRUCK-LARGE (INCLUDING OPERATOR)	HR			
631.18	CHAIN SAW RENTAL (INCLUDING OPERATOR)	HR			
631.20	STUMP CHIPPER RENTAL (INCLUDING OPERATOR)	HR			

ITEM	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMT.
631.22	FRONT END LOADER (INCLUDING OPERATOR)	HR			
631.32	CULVERT CLEANER (INCLUDING OPERATOR)	HR			
639.18	FIELD OFFICE TYPE A	EA			
639.19	FIELD OFFICE TYPE B	EA			
643.21	NON-INVASIVE DETECTION - STOP LINE:	LS			
643.22	NON-INVASIVE DETECTION - ADVANCE:	LS			
643.621	RECTANGULAR RAPID FLASHING BEACON ASSEMBLY	LS			
643.80	TRAFFIC SIGNALS AT:	LS			
643.81	TRAFFIC SIGNAL CONTROL SYSTEM	LS			
643.83	VIDEO DETECTION SYSTEM	LS			
643.92	PEDESTAL POLE	EA			
643.921	PEDESTRIAN BUTTON POLE AND FOUNDATION	EA			
643.94	DUAL PURPOSE POLE	EA			
643.98	COUNTDOWN PEDESTRIAN HEADS	EA			
645.106	DEMOUNT REGULATORY, WARNING, CONF & RTE MARKER SIGN	EA			
645.108	DEMOUNT POLE	EA			
645.116	REINSTALL REGULATORY, WARNING, CONF & RTE MARKER SIGN	EA			
645.118	REINSTALL POLE	EA			
645.292	REGULATORY, WARNING, CONF & RTE MARKER SIGNS TYPE II	SF			
652.312	TYPE III BARRICADE	EA			
652.33	DRUM	EA			
652.34	CONE	EA			
652.35	CONSTRUCTION SIGNS	SF			
652.36	MAINTENANCE OF TRAFFIC CONTROL DEVICES	CD			
652.38	FLAGGER	HR			
652.381	TRAFFIC OFFICER	HR			
652.41	PORTABLE CHANGEABLE MESSAGE SIGN	EA			
656.75	TEMPORARY SOIL EROSION & WATER POLLUTION CONTROL	LS			
658.20	ACRYLIC LATEX COLOR FINISH - <i>Note: Traffic islands</i>	SY			
659.10	MOBILIZATION	LS			
803.01	TEST PITS	EA			
812.06	SEWER MANHOLE	EA			
812.16	ADJUSTING MANHOLE TO GRADE	EA			
TOTAL				\$-	

Local Project Administration Manual & Resource Guide

Environmental Review



MaineDOT

Integrity - Competence - Service

Chapter 4 - Updated February 2025

Environmental Review

Before moving ahead, transportation projects must be assessed for their potential impacts to natural and cultural resources, such as wildlife habitats and historic places. These required environmental reviews stem from a series of landmark laws – primarily the National Environmental Policy Act of 1969.

Chapter 4 provides a summary of environmental requirements, a breakdown of state and local responsibilities, and sample submittals to MaineDOT. It contains the following:

- A summary of the major requirements – *updated* (pages 4-1 to 4-7);
- Environmental review checklist (page 4-2);
- State and local responsibilities (page 4-3);
- Appendix 4A: Submittals to MaineDOT – *updated* (page 4-8).



4.1 National Environmental Policy Act (NEPA)

The National Environmental Policy Act (NEPA) is a landmark environmental law requiring federal agencies to assess a variety of potential environmental impacts. MaineDOT completes the NEPA process for projects with federal transportation funding in accordance with a Programmatic Agreement between MaineDOT and the Federal Highway Administration (FHWA).

Projects with no significant environmental impacts to natural or cultural resources are considered “Categorically Excluded,” according to Title 23 in the Code of Federal Regulations, part 771.717. Most MaineDOT and locally administered projects meet the Categorical Exclusion criteria.

NEPA review is required on projects with a federal action (funding/permits), as follows:

- MaineDOT completes the NEPA process if a project has federal transportation funding or requires an approval from the U.S. Department of Transportation. The local public agency managing a project must provide information addressed in Letter 10 and Letter 11, found on pages 4-9 through 4-11.
- A city, town or other local public agency must complete the environmental review process when there is no federal transportation money, typically through federal permitting.
- All work on Section 106 (historic properties), Section 7 (endangered species), Section 4(f) (public parks, et. al.,) public involvement, contaminated materials review, and the level of federal permit must be finished before the NEPA process can be completed.
- The NEPA finding must be reviewed if a project is not constructed within **five years** of the original NEPA completion date. Additionally, a re-evaluation may be needed if a project changes in scope or requires new federal approvals after the NEPA process is complete.

ENVIRONMENTAL REVIEW CHECKLIST

National Environmental Policy Act (federally funded projects)

- ☐ When a project is kicked off, review the NEPA checklist (page 4-11) and gather economic and demographic information for the project area from sources that include the MaineDOT MapViewer tool: <https://www.maine.gov/mdot/mapviewer/>
- ☐ Upon completing the Preliminary Design Report (PDR), provide MaineDOT with the public process certification (**Letter 10**) and completed NEPA checklist (**Letter 11**), found on pages 4-9 through 4-11 of this section.

Environmental Permits

- ☐ **Contact appropriate state and federal agencies for permit requirements and approvals.**
 - Maine Department of Environmental Protection: <https://www.maine.gov/dep/permits/>
 - Augusta (Central Maine): (207) 287-7688
 - Bangor (Eastern Maine): (207) 941-4570 • (888) 769-1137
 - Portland (Southern Maine): (207) 822-6300 • (888) 769-1036
 - Presque Isle (Northern Maine): (207) 764-0477 • (888) 769-1053
 - U.S. Army Corp of Engineers, Maine Project Office, Augusta: (207) 623-8367 or <https://www.nae.usace.army.mil/Missions/Regulatory/>
- ☐ **Contact appropriate state agencies for their comments and concerns about the project.**
 - Maine Department of Inland Fisheries and Wildlife:
 - Fisheries Division for timing approval, freshwater fisheries and fisheries passage issues: (207) 287-8000
 - Wildlife Division for rare, threatened and endangered species: (207) 287-8000
 - Maine Department of Marine Resources, Wetlands and Permit Section
 - Sea-run fisheries, coastal resources and fish passage issues: <https://www.maine.gov/dmr/science-research/searun/index.html>
- ☐ **Complete appropriate state and federal permit applications**

Environmental Certification

- ☐ Send an environmental certification (Letter 12) and copies of all permits obtained for your project to the MaineDOT project manager. An example is on page 4-12 of this section.
 - The certification and documentation must be part of the final Plans, Specifications and Estimate (PS&E) package.
 - MaineDOT must receive this paperwork before giving authorization to advertise a project for construction.

State & Local Responsibilities

TASK	RESPONSIBILITY
National Environmental Policy Act (NEPA)	Federal funds: MaineDOT
	State funds: Local Public Agency
Section 106 of the Historic Preservation Act	Federal funds: MaineDOT
	State funds: Local Public Agency
Section 4(f) of federal D.O.T. Act	Federal funds: MaineDOT
	No U.S. DOT funds: 4(f) does not apply
Endangered Species Act (a.k.a. Section 7)	Federal funds: MaineDOT
	State funds: Local Public Agency
Contaminated Materials	MaineDOT with help from Local Public Agency
Environmental Permits	Local Public Agency
Dredge Materials	Local Public Agency
Natural Resources (wetlands, streams, fisheries)	Local Public Agency
Mitigation	Local Public Agency
Stormwater Permits	Local Public Agency

MaineDOT Environmental Office contact:

Danielle Tetreau, Environmental Team Leader	207-592-2358 (Danielle.Tetreau@maine.gov)
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Completion of NEPA review takes **3 to 6 months** from finalization of the Preliminary Design Report and a local public agency's submittal to MaineDOT of Letter 10, Letter 11 and the NEPA Checklist. Examples of those documents are found on pages 4-9 through 4-11 of this chapter.

MaineDOT's Environmental Office encourages the agency administering a project to consult with the assigned MaineDOT project manager and environmental team leader early – **ideally at kickoff**.

Remember: Right-of-way negotiations with property owners cannot begin until NEPA is complete.

4.2 Section 106 of the National Historic Preservation Act

Section 106, found in 36 CFR Part 800, “Protection of Historic Properties,” covers properties of historic and archeological significance. If a project has federal money, MaineDOT typically surveys buildings at least 45 years old in a project area for historic significance and potential adverse impacts. Section 106 commonly affects buildings, culverts, bridges, monuments, and cemeteries – especially those within historic districts.

Responsibility for Section 106 review is as follows:

- **MaineDOT** coordinates Section 106 review with the Maine Historic Preservation Commission on federal-aid projects. The local project administrator must provide MaineDOT with plans showing impacts, which enable MaineDOT to make final determinations of effect.
- If a project has state funds only, the administering **local public agency** must take care of Section 106 coordination if a federal permit is needed. The local administrator should contact the Maine Historic Preservation Commission: <https://www.maine.gov/mhpc/programs/project-review>



4.3 Section 7 of the Endangered Species Act of 1973

Section 7 of the Endangered Species Act directs federal agencies to use their authority both to conserve threatened and endangered species and to ensure that their actions don't jeopardize listed species or harm critical habitat. In Maine, the law most commonly affects projects in waters for Atlantic salmon and in habitat for Canada lynx, the northern long-eared bat and the rusty-patched bumble bee. In such cases, MaineDOT may have to place restrictions on projects with in-water work or tree clearing to protect listed species.

- If a project has federal money, **MaineDOT** will complete Section 7 review. MaineDOT will need design plans and the scope of work, construction timing and techniques, and proposed timeframe from the local public agency administering the project.
- If a project has only state money or federal funding other than from the U.S. Department of Transportation, the U.S. Army Corps of Engineers (ACOE) or other federal action agency is responsible for consultation under Section 7. In such a case, the administering **local public agency** must coordinate Section 7 review with the ACOE or other federal agency. This coordination is usually performed during the permit application process.



Threatened and endangered species are listed in 50 CFR §17.11 and 50 CFR §17.12.

4.4 Section 4(f) of the USDOT Act of 1966

Section 4(f) affects projects with federal transportation funding. It applies to public parks, recreation areas, wildlife refuges and historic properties. (Requirements can be found in federal regulation 23 CFR Part 774.) Under the law, an agency must consider potential impacts if federal transportation money is used, as follows:

- **MaineDOT** completes the Section 4(f) process for projects with federal transportation funding. The Local Agency administering a project must provide design plans showing proposed right-of-way impacts.
- Section 106 reviews (historic preservation) must be concluded before Section 4(f) documentation is approved by the U.S. Department of Transportation. The right-of-way impacts must be provided as part of the review process.

4.5 Section 6(f) of the Land & Water Conservation Fund Act

Section 6(f) of the Land & Water Conservation Fund Act (LAWCON) protects lands purchased or developed with LAWCON funds for public outdoor recreation purposes from being converted to non-recreational uses. The program covers publicly owned parks, recreation areas, wildlife or waterfowl refuges, and any significant historical or archeological site.

In Maine, the Department of Agriculture, Conservation and Forestry (DACF) oversees the program to assist in preserving and developing outdoor recreation resources, as follows:

- For projects funded by the FHWA, **MaineDOT** completes Section 6(f) review and coordination with DACF. The local public agency administering a project must provide MaineDOT with design plans showing proposed right-of-way impacts.
- Agencies undertaking projects with federal funds should avoid making permanent acquisitions that would convert land covered by Section 6(f) to a non-recreational use.
- If such a conversion is unavoidable, MaineDOT will consult with DACF to determine remediation measures and will notify the FHWA of such.

4.6 Environmental Justice – *Repealed*

In 2025, Executive Order 12898 (Environmental Justice) was repealed by Executive Order 14173. As a result, MaineDOT and local public agencies no longer must consider Environmental Justice impacts (low-income and minority populations) when developing federal-aid projects.

4.7 Maine Natural Resources Protection Act

In Maine, the Natural Resources Protection Act (NRPA) is the primary state environmental law that applies to transportation projects. The law covers natural resources such as great ponds, coastal and freshwater wetlands, significant wildlife habitats, fragile mountain areas, and rivers, streams and brooks. The Maine Department of Environmental Protection (DEP) administers the NRPA in municipalities and other organized areas.

The law affects projects with activities in, on or over the protected natural resources listed above – or activities adjacent to certain protected natural resources. The NRPA defines an “activity” as:

- dredging, bulldozing, removing or displacing sand, soil, vegetation or other materials;
- draining or dewatering; and
- filling, or any construction, repair or alteration of a permanent structure.

The **local public agency** administering a project must comply with the NRPA. The local agency or its consultant must contact the DEP to determine whether a permit will be needed. *Note that Permit-by-Rule 11 is not allowed for use by municipalities on locally administered projects.*

For additional NRPA information, visit:

The DEP’s NRPA page: www.maine.gov/dep/land/nrpa/index.html

4.8 Environmental Permits

The **local public agency** administering a project must obtain all permits and follow federal and state laws and regulations, including Maine’s Natural Resources Protection Act (Section 4.7) and the federal Clean Water Act. Before advertising for construction bids, the local project administrator must provide MaineDOT’s project manager with copies of approved permits and a signed environmental certification modeled after Letter 12, found on page 4-12 of this section.

4.9 Contaminated Materials and Substances

MaineDOT is tasked with assessing whether there may be soil or groundwater contamination from petroleum or other hazardous materials in a project area. The **local public agency** administering a project must provide MaineDOT with design plans showing proposed areas of excavation. If additional site investigation is warranted, MaineDOT will provide the local public agency with guidance.



If the initial assessment or additional site investigation finds that a contractor is likely to encounter contamination, MaineDOT either will prepare a general note or negotiate, with the DEP, a special provision to be included in the project contract book advising the contractor to use caution when excavating or providing guidance for handling and disposing of affected soil and/or groundwater.

4.10 Stormwater Permits

Maine’s stormwater management law provides standards for projects that disturb at least **1 acre**. Stormwater permits are the responsibility of the **local public agency** administering a project – including erosion and sedimentation control requirements and DEP Chapter 500 Stormwater Management Rules. Either the local project administrator or an agency’s engineering consultant should contact the DEP to determine the required permits.

Once permits are obtained, the local project administrator must provide MaineDOT’s project manager with copies as part of the environmental certification. (Refer to Letter 12, page 4-12.)

4.11 Dredge Materials

Maine's solid waste management regulations define dredge materials as sand, silt, mud, gravel, rock, or other natural substance removed from beneath any body of water, based on the classification of the water quality of the waterbody. The regulations typically apply to stream/river crossings and harbor improvement projects, which can require dredging. Under the regulations, some dredge materials must be handled as special waste.

Beneficial Use Permits required by state law and associated regulations – Title 38 M.R.S.A. §1301-1319, Maine DEP Chapter 418 – are the responsibility of the **local public agency** administering a project. The local project administrator must provide the MaineDOT project manager with an environmental certification and copies of approved permits. (Refer to Letter 12, page 4-12.)

Remember: Letter 12 and copies of all permits must be submitted to the project manager at MaineDOT before your project may be advertised for construction.

Appendix 4A:

Submittals to MaineDOT

- ❑ Electronic documents are found in the Environmental Review section of MaineDOT's LPA web page: <https://www.maine.gov/mdot/lpa/lpadocuments/>

Instructions: *This certification must be submitted on letterhead to MaineDOT with Letter 11 and the NEPA Documentation Checklist, found on the next two pages.*

(DATE)

(NAME), Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Public Process Certification, Federal Project
MaineDOT WIN:

Dear (NAME):

The Municipality of (NAME) hereby certifies that a public process was carried out for the (LOCATION and SCOPE) project in accordance with Title 23 in the Code of Federal Regulations, Part 771.111, “Early coordination, public involvement, and project development.”

IF APPLICABLE, DESCRIBE ANY PUBLIC OPPOSITION HERE.

I have attached for your information the following:

- A copy of the formal notification sent to abutters;
- A copy of the meeting notice; and
- Meeting minutes / hearing transcript.

Sincerely,

(NAME), Local Project Administrator

(Revised, February 2025)

Instructions: *This letter must be submitted on letterhead to MaineDOT with the checklist on the next page once MaineDOT approves the Preliminary Design Report.*

(DATE)

(NAME), Environmental Team Leader
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: NEPA Documentation, Federal Project
MaineDOT WIN:

Dear (NAME):

Attached is the required NEPA documentation checklist for the (LOCATION and SCOPE) project in the Municipality of (NAME).

Also attached is Letter 10, certifying that the Municipality carried out a public process in accordance with the regulations in 23 CFR 771.111.

If you need additional information, please let me know.

Sincerely,

(NAME), Local Project Administrator

Enclosures:

- NEPA documentation checklist
- Public process certification (Letter 10)

NEPA DOCUMENTATION CHECKLIST

Project Title & Location: _____

Federal Project #: _____ MaineDOT WIN: _____

Description of Work: _____

MaineDOT Project Manager: _____

Answer the following questions and attach supporting documentation. If there is a “yes” response, explain on a separate sheet or contact your MaineDOT Project Manager for guidance.

1.) Public Involvement: Is there substantial public opposition to proposed action? Yes ☐ No ☐
The answer should become apparent at a public meeting.

Documentation: Meeting records; letters from public; or Letter 10 (Public Process).

2.) Right-of-Way: Does action include a residential or commercial displacement or acquisition of property rights that will result in substantial abutter impacts? Yes ☐ No ☐
For help with “substantial,” contact your Project Manager at MaineDOT.

Documentation: Design Plan Impacts Complete for the project

3.) Endangered Species & Essential Fish Habitat:

- a. Has a qualified person surveyed the project area for streams, rivers, tidal waters, wetlands or vernal pools?
Please provide details on any identified resource below. Yes ☐ No ☐
- b. Is any work proposed in or adjacent to a stream, river or coastal waters? Yes ☐ No ☐
- c. Does the project require clearing trees or trimming limbs 3” or greater in diameter? Yes ☐ No ☐
- d. Does the project require night work or percussive noise (e.g. pile driving)? *See below* Yes ☐ No ☐
- e. Can clearing or limbing be completed between November and April? *See below* Yes ☐ No ☐

Additional Information: _____

Documentation: Resource delineation and design plans with location of resource and planned work. The MaineDOT Environmental Office will screen the project for intersection with habitat for endangered species and fish habitat. If in-water work is proposed, additional coordination with MaineDOT will be required for compliance with the Maine Atlantic Salmon Programmatic Agreement or other considerations for bat species.

4.) Section 4(f) or 6(f):

- a. Does the project area include or abut resources protected by Section 4(f) of the Department of Transportation Act: publicly owned land, parks, recreation areas, wildlife and waterfowl refuges, or historic sites? Yes ☐ No ☐
- b. Will project require temporary or permanent rights on any protected 4(f) resource listed above? Yes ☐ No ☐

Documentation: Existing and proposed right-of-way plan and a description of how impacts to these properties were avoided/minimized. The local public agency overseeing a project will provide contact information to the park’s Official with Jurisdiction (as applicable).

Signed by: _____
 (Name, Local Project Administrator)

Date: _____

Instructions: This must be submitted on letterhead to MaineDOT with the final plans, specifications and estimate (PS&E) package.

(DATE)

(NAME), Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Environmental Certification
MaineDOT WIN (NUMBER)

Dear (NAME):

If permits were required, use this paragraph:

The Municipality of (NAME) hereby certifies that it has obtained all environmental permits and approvals for the subject project, satisfying one of the pre-construction requirements in the executed project agreement with MaineDOT. Attached are copies of the permits, which are required for MaineDOT to complete the Environmental Summary Sheet for the contract package.

If NO permits were required, use this paragraph:

The Municipality of (NAME) hereby certifies that no environmental permits were needed for the subject project. This certification satisfies one of the pre-construction requirements in the executed project agreement with MaineDOT.

Sincerely,

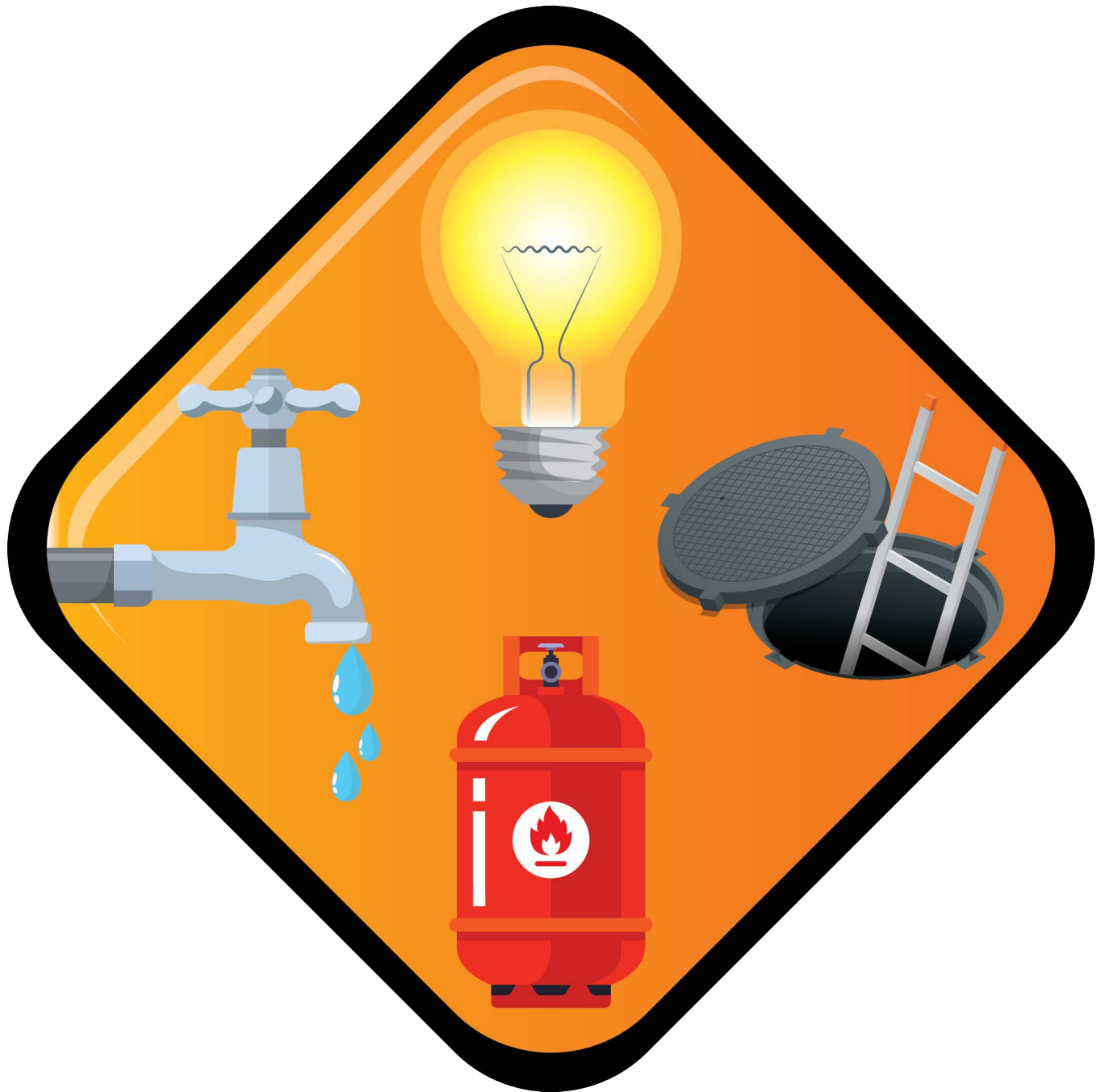
(NAME), Local Project Administrator

Cc: MaineDOT Environmental Office

NOTE: Please attach permits, if applicable

Local Project Administration Manual & Resource Guide

Utility Coordination



MaineDOT

Integrity - Competence - Service

Chapter 5 - Updated August 2024

Utility Coordination

Locally administered projects must be coordinated with the owners of utility and railroad facilities that may conflict with them. Such facilities consist primarily of poles, overhead wires, underground cables and pipes, and railroad tracks. Local agencies must identify these facilities and contact the owners early, preferably before design work begins.

Chapter 5 of this Manual covers the policies and procedures governing coordination with utilities and railroads on locally administered projects. It covers the following topics:

- Checklist for utility and railroad coordination (page 5-2);
- Utility relocation costs (page 5-3);
- Accommodating aerial utilities (page 5-3);
- MaineDOT Utility Accommodation Rules (page 5-4);
- Railroad coordination – *updated, August 2024* (page 5-4);
- Utility agreements (page 5-5);
- Utility special provision / Utility and railroad certification (page 5-6);
- Appendix 5A: Utility letters and certification (page 5-7).



MaineDOT has a Utility Coordination web page: www.mainedot.gov/utilities/utilcoord/

5.1 Summary of Utility and Railroad Coordination

MaineDOT requires coordination with utilities and railroads on locally administered projects, regardless of funding type. Utilities and railroads often need extensive lead time to schedule work and obtain materials to move poles, lines and other equipment.

As design work begins, a local agency should consider these questions:

- What utility or railroad facilities exist in the right of way?
- How much room is there for clearing?
- Is the project abutting another project? What was done there?
- Can relocations be reduced and still meet the project need?
- What are the concerns of the utilities?



Early and continuing coordination are vital to keeping a project on track. The earlier that utilities and railroads are contacted, the greater the likelihood that coordination work will go smoothly and keep a project on track.

5.2 Checklist for Utility and Railroad Coordination

The agency administering a project must exchange information with utility and railroad companies having facilities within the limits of the project. Such coordination work begins at kickoff and continues through construction.

Below are the standard steps, typically performed by a utility coordinator who is either an employee of the agency managing a project or a consultant. Electronic versions of the standard utility letters referenced below are available online: www.mainedot.gov/utilities/utilcoord/

1. At kickoff:

- ☐ Identify utility and railroad contacts: www.mainedot.gov/utilities/contactinfo/
- ☐ Email **Utility Letter 1** and a location map to utility/railroad contacts.

2. Upon completion of survey:

- ☐ Email **Utility Letter 2** and topographical survey plans to utility/railroad contacts.
- ☐ Arrange for additional survey identified from responses to Letter 2 (if necessary).
- ☐ Work with utilities to arrange for test pits (if necessary) to locate underground facilities.

3. At preliminary design report (PDR) milestone:

- ☐ Email **Utility Letter 3**, preliminary plans and schedule to utility/railroad contacts.

4. When design reaches 75-80% plans complete:

- ☐ Email **Utility Letter 4**, 75-80% plans and schedule to utility/railroad contacts for review.
- ☐ Hold utility pre-coordination meeting on site to review impacts, relocations and schedules.

5. At Plan Impacts Complete (PIC) milestone:

- ☐ Work with right-of-way mapper to accommodate utility impacts resulting from the design.
- ☐ Prepare pole list in coordination with utilities.
- ☐ Send **Utility Letter 5** and special provision section 104, “Utilities,” to contacts for review.
- ☐ Prepare utility and railroad agreements, if necessary.

6. At Final Plans, Specifications and Estimate (PS&E) milestone:

- ☐ Email final design plans and latest project schedule to utility/railroad contacts
- ☐ Finalize special provision section 104, “Utilities,” for inclusion in the bid documents
- ☐ Submit utility certification to MaineDOT project manager.

7. After contract award: Pre-construction meeting

- ☐ Notify contacts of the preconstruction conference (**Utility Letter 6**).
- ☐ After meeting, distribute minutes to utility/railroad contacts (**Utility Letter 7**).

8. During construction:

- ☐ During construction, the contractor has primary responsibility for coordinating utility work.
- ☐ If a utility is unresponsive, the construction resident should try to resolve the issue.
- ☐ If the resident is unsuccessful, an issue should be elevated to the MaineDOT project manager and(if necessary), the MaineDOT staff utility coordinator assigned to a region.

5.3 Utility Relocation Costs

The State of Maine and local governments cannot reimburse utility companies for moving poles, underground lines and other equipment already within a highway right-of-way when transportation improvements require such relocations. The utilities must cover the cost of moving their facilities.

There is legal precedent. The Maine Supreme Judicial Court has ruled that revenue from taxes and fees on fuel, vehicle licenses and registrations cannot be used to pay for utility relocations. Since the money available to MaineDOT and municipalities for utility reimbursement would come primarily from these sources, it would be unconstitutional for a public agency to use such funding for utility facility relocations.

➡ See *First National Bank of Boston, et al., v. Maine Turnpike Authority, et al.*, 153 Me. 131.

5.4 Accommodating Aerial Utilities

MaineDOT will accommodate overhead utilities already within in a highway right-of-way if a project's design will require poles to be moved. This policy applies to locally administered projects, as well. A public agency may acquire rights-of-way, for design purposes, to enable utilities to set their poles consistent with the design and to carry out adequate tree trimming for immediate needs – in some cases up to 8 feet beyond the outermost conductor.

Consider these guidelines when deciding whether to acquire rights specifically for trimming needs:

- ☐ Trimming needs should be accommodated only where an agency must acquire rights for highway purposes that are necessary for a project;
- ☐ Trimming needs should *not* be accommodated if doing so will affect wetlands or other natural resources that could trigger mitigation;
- ☐ Trimming needs should *not* be accommodated if doing so will cause impacts to historic properties, properties subject to section 4(f) or 6(f) requirements, or properties not subject to MaineDOT's authority of eminent domain;
- ☐ Trimming needs should *not* be accommodated if doing so could create severance issues;
- ☐ Accommodating trimming needs is *not* required when the existing right-of-way width will accommodate the project improvements and new utility poles, and the only reason to acquire more right-of-way would be to achieve the maximum 8-foot offset.

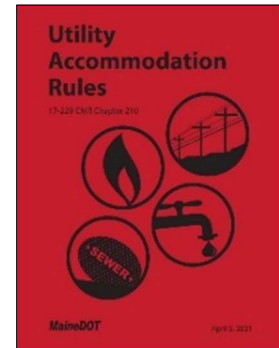


Maine law prohibits local governments and the State of Maine from acquiring rights for the sole benefit of utilities, as covered in section 5.3, “Utility Relocation Costs.” These include aerial and guying rights, which must be obtained by the utilities if clearance for trimming and guying cannot be accommodated within the right-of-way acquisitions required for highway design purposes.

5.5 MaineDOT Utility Accommodation Rules

MaineDOT's Utility Accommodation Rules address utilities within the limits of the state highway system. They establish procedures and requirements for location, installation, maintenance, adjustment, and relocation of poles, lines and other utility facilities.

MaineDOT developed the rules to protect public safety and to safeguard the integrity and capacity of public roads, while allowing for placement of utilities serving the public good. On the state system, the rules supersede less stringent standards from the Maine Public Utilities Commission. They apply to projects with funding from MaineDOT, including locally administered projects on the state system. The rules were updated in April 2021.



➔ The Utility Accommodation Rules are online: <https://www.mainedot.gov/utilities/>

5.6 Railroad Coordination – Updated, August 2024

At times, a locally administered project may involve an active rail line. When that happens, the work must be coordinated with any railroad using the line. Railroad coordination follows the same process as utility coordination, as set out on page 5-2 – except that **MaineDOT** will take the lead in working with a railroad.

At the start of a project, the sponsoring local agency must send Utility Letter 1 to any railroad operating within the project limits. If the railroad responds that a project may affect its operations, the local agency must notify MaineDOT's project manager, who will arrange for a staff utility coordinator to work with the railroad. That coordinator will handle the tasks described below.



MaineDOT generally will prepare an agreement calling for the railroad to provide specially trained flaggers. During construction, the railroad flaggers will be tasked with ensuring that the rails are not “fouled” by construction equipment, materials or personnel before a train passes by.

MaineDOT will develop a specification labeled “Protection of Railroad Traffic and Signals.” A PRTS has information about the number of trains passing by per day, the speeds of those trains, insurance requirements, the estimated number of worker-days when flagging services will be needed, and the pay rates for railroad flaggers.

In preparing a PRTS, a utility coordinator and designer will estimate the number of worker-days when flaggers must be on site, based on planned construction activities. Railroad flagging and other railroad services, including plan reviews, generally are paid for out of the project.

Examples of a PRTS and other documents are posted in the “Utility/Railroad Coordination” section of the LPA Documents web page: <https://www.mainedot.gov/lpa/lpadocuments/>

5.7 Utility Agreements

Occasionally, underground utilities within the limits of a construction project may need to be adjusted, moved or replaced. In such cases, the utility owners may choose to have the general contractor perform the work as part of the project.

If a private or quasi-municipal utility intends to have the general contractor perform work on its behalf, the utility and the agency administering the project should enter into a utility agreement. The agreement should lay out the responsibilities of each party and cover the means of payment, since the utility would be responsible for the cost of work by the contractor.

On the other hand, a utility agreement would NOT be needed if a utility plans to use an independent contractor or one of its own crews. In such a case, the utility would pay for the work outside of the project.



Remember: Utility work included in the contract for a federally funded project is subject to the provisions of that contract, including **Buy America** requirements for steel and iron.

There are two primary types of agreements governing interaction with utilities, as set out below.

- ☐ **Accounts Receivable**, whereby a utility's required adjustment, relocation, or reconstruction work is advertised as part of a larger construction contract. Once the work is done, the sponsoring local agency invoices the utility for the cost. This type of agreement usually occurs with underground utilities.
- ☐ **Accounts Payable**, which may be required as set out in the following examples:
 - A payable agreement may be needed when a municipality acquires rights associated with power transmission lines. The electric utility owning those lines would be compensated for the rights taken and for any cost associated with relocating or adjusting the lines.
 - A payable agreement also may be necessary for railroad work. A railroad agreement could be as simple as one item, for flagging services, or cover multiple items when a project calls for a railroad crossing improvement. The railroad would be paid for the services performed.

A local agency needing a utility or railroad agreement on a locally administered project must develop the document to ensure that all federal and state requirements are met. Such an agreement should be prepared in consultation with legal counsel or, if appropriate, with assistance from the Maine Municipal Association: www.memun.org.

➡ Guidance is available online: www.mainedot.gov/utilities/utilcoord/

5.8 Utility Special Provision

A special provision labeled “Section 104 Utilities” must be developed and placed in the bid book for a project to ensure that the contractor and utility companies can coordinate the work during construction. The standard special provision should provide the following information:

- Identify utility, with contact information;
- Outline type of work;
- Time needed to complete work;
- Sequence of work;
- Any special considerations.

A fillable utility special provision is online: www.mainedot.gov/utilities/utilcoord/

5.9 Utility/Railroad Certification

Before a locally administered project may be put out to bid, the municipality or other local agency managing the project must certify that all required utility/railroad work has been identified and that arrangements have been made to complete this work. This is required by federal regulation 23 CFR, section 635.309: “Authorization.” *An example of this certification is found on page 5-17 of this chapter.*

MaineDOT project managers *cannot* authorize local agencies to advertise for construction bids without signed utility certifications. Most of the time, a utility certification is submitted with the final plans, specifications and estimate for a project (PS&E), covered in Chapter 7 of this Manual, “Final PS&E Package.”

A fillable certification letter is available online: www.mainedot.gov/utilities/utilcoord/

Appendix 5A:

Utility Letters and Certification

- ☐ Electronic letters in Word are available on the MaineDOT Utilities page:
www.mainedot.gov/utilities/utilcoord/



IMMEDIATE RESPONSE REQUESTED

Date

RE: Identification of Utility Facilities

Town/City: _____
Project WIN: _____
Location: _____

To whom it may concern OR Dear Sir/Madam:

The Municipality of _____ is planning _____.

Beginning... or Project Details... _____

Enclosed you will find a location map to further assist you in locating the proposed project.

Please complete and return the brief questionnaire attached to this letter. The information provided here will allow our project designers to recognize the presence of existing facilities or plans to install additional facilities within the next five years. Your responses will enable us to better coordinate our work with you throughout this project.

PLEASE NOTE, THAT IF YOU ARE THE POLE OWNER, OR HAVE MAINTENANCE RESPONSIBILITIES ON A JOINT POLE AGREEMENT, PLEASE IDENTIFY ALL OF THE ATTACHING ENTITIES. THIS INFORMATION IS CRITICAL IN IDENTIFYING ANY UTILITIES WHICH MAY NOT HAVE BEEN IDENTIFIED AS PART OF THIS INITIAL PROCESS.

The Work Identification Number (WIN) assigned to this project is _____ and should be used on any future correspondence regarding this project.

This project is scheduled for design OR construction OR Advertise for the summer of “__”. If you have any questions or concerns, please feel free to contact me at (XXX) XXX-XXXX, or by email at _____. Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosures: Questionnaire Response Form
Project Location Map OR Project Alignment Map

IMMEDIATE RESPONSE REQUESTED

RE: _____

Date

Town/City: _____

Project WIN: _____

Location: _____

Utility Coordinator: _____ – Coordinator

Street

Town, ZIP

Cell: XXX-XXXX

Fax: XXX-XXXX

E-Mail: coordinator email

Please complete the following short questionnaire and fax, email or send via mail. The following may be filled out electronically in Microsoft Word by using the “TAB” key.

Utility:

Date Form Submitted:

1. Does the utility you represent presently have facilities within the project limits?

☐ Yes ☐ No

2. What type of facilities do you have in the project area?

☐ Underground

☐ Aboveground

3. Pole Owner:

Attachments:

4. Do you plan on installing any facilities within the project limits in the next 5 years?

☐ Yes ☐ No

5. Contact person for project coordination:

Name:

Address:

Tel:

Cell:

Fax No:

E-mail:

5. Contact person for construction:

Name:

Address:

Tel:

Fax No:

E-mail:

7. Comments

{Date}

{Utility Company Address}

RE: Review of Survey Plans, **{Town}**, **{Location}**, **{MaineDOT WIN}**

Dear **{Addressee}**:

Enclosed please find a set of survey plans for the above referenced project being developed by _____ on behalf of the Municipality of _____.

Please review the locations of your existing facilities as shown on these plans and complete the brief questionnaire attached to this letter. Identification of any incorrectly located or omitted facilities now will enable us to make the appropriate corrections before substantial design has occurred. I ask that you return the attached questionnaire along with any additional comments you may have within two weeks.

This project is scheduled to be advertised on _____. If you have any questions or concerns, please feel free to contact me at **{Phone Number and Email}**. Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosures: Survey Plans
 Survey Plan Questionnaire

{Town}
{MaineDOT WIN}
{Date}
{Utility Name}
{Consultant or Town LAP contact, with contact information including Fax, email,
telephone, and mailing address}

Survey Plan Questionnaire

{Utility Name}

Please complete the following short questionnaire and Fax, e-mail or send via mail. The following may be filled out electronically in Microsoft Word by using the "TAB" key.

QUESTION	RESPONSE
1. Are all of your facilities within the project limits on the survey plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are your facilities shown correctly on the survey plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do your facilities or portions thereof require unique considerations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you considering upgrading or replacing any of your facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you feel that an on-site review of the project is required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will you be forwarding additional information from your records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSE BY:	
DATE:	
TELEPHONE:	
EMAIL:	
(USE THIS SPACE FOR ANY CLARIFICATION OR ADDITIONAL INFORMATION)	

{Date}

{Utility Company Address}

Subject: Review of Preliminary Plans, **{Town}**, **{Location}**, **{MaineDOT WIN}**

Dear **{Addressee}**:

Attached you will find preliminary design plans and right-of-way maps for the subject project. At your earliest convenience, **please review these plans to establish the following:**

- ☐ What potential conflicts exist between the proposed design and your existing facilities?
- ☐ Is additional data gathering (such as test pits) required?
- ☐ Aerial Utilities: Please develop a list of preliminary proposed pole locations in compliance with the applicable safety standards and the MaineDOT's Utility Accommodation Rules, 17-229 CMR Chapter 210.
- ☐ Underground Utilities: Please develop preliminary proposed underground plant relocation plans for any required relocations or proposed installations in accordance with applicable standards and the MaineDOT's Utility Accommodation Rules, 17-229 CMR Chapter 210.
- ☐ If your facilities are located on property which is either owned by your company or for which you have an easement, you may be entitled to reimbursement in accordance with Federal Aid Policy Guide, Title 23, Code of Federal Regulations, Chapter I, Subchapter G, Part 645, Subpart A. Please contact this office prior to preparing any plans or estimates.

Please note: These plans are for Utility purposes only, to assist in planning utility relocations required as part the Project, and are not intended for public distribution. Although, not confidential, discretion is requested by the Department in sharing this information with the public. It is recognized, that utilities may need to acquire rights beyond those shown on the attached plans, if so, please contact this office so that the Department can provide proper notification of the project to the public prior to the utility obtaining additional rights.

The Municipality intends to advertise this project on **{Date}**. If you have any further questions, please contact me at **{Phone Number and Email}**. Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosure: Preliminary Plans & Right-of-Way Maps

{Date}

{Utility Company Address}

RE: Pre-coordination Meeting & Review of Construction Plans, **{Town}**, **{Location}**,
{MaineDOT WIN}

Dear **{Addressee}**:

Enclosed please find one copy of final construction plans for the above listed project. These plans are only intended for information and planning purposes at this time. No actual relocation of facilities should be made because of these plans.

Please review your proposed pole and/or proposed underground plant locations on the Department's plans. If changes are necessary, they should be communicated to us prior to the Pre-coordination Meeting. **The Pre-coordination Meeting has been scheduled for {Date, Time and Place of Pre-coordination Meeting}. It is requested that you be prepared to assign working days to your required utility work at this meeting.**

This project is scheduled for advertising **{Date}**. If you have any questions or concerns, please feel free to contact me at **{Phone Number and Email}**. Thank you for your cooperation.

Sincerely,

Utility Coordinator

Enclosure: Construction & R/W Plans

{Date}

{Utility Company Address}

RE: Draft Special Provisions, **{Town}**, **{Location}**, **{MaineDOT WIN}**

Dear **{Addressee}**:

I intend to include the enclosed Special Provisions in the contract documents for the subject project. It includes scheduling and descriptive information regarding work to be done by your organization.

If the text does not accurately reflect your intentions, please contact this office immediately at **{Phone Number and Email}**. Thank you again for your cooperation.

Sincerely,

Utility Coordinator

Enclosure: Proposed Utility Special Provisions

{Date}

{Utility Company Address}

RE: Pre-construction Meeting, **{Town}**, **{Location}**, **{PIN}**

Dear **{Addressee}**:

A pre-construction utility meeting for the subject project has been arranged for **{Date, Time and Place of Pre-construction Meeting}**. The purpose of this meeting is to discuss the coordination of work between the contractor and the utilities and any additional considerations or concerns that may exist. Your attendance at this meeting is critical to the success of the project and greatly appreciated.

If you need more information, please contact me at **{Phone Number and Email}**.

Sincerely,

Local Project Administrator

{Date}

{Utility Company Address}

RE: Pre-construction Meeting Minutes, **{Town}**, **{Location}**, **{PIN}**

Dear **{Addressee}**:

This is my understanding of the issues discussed and the conclusions reached at the pre-construction utility meeting held on **{Date, Time and Place of Pre-construction Meeting}**. It is understood that the dates and times agreed upon and summarized herein assume reasonable weather conditions and freedom from emergencies.

The following representatives were present:

<u>Name</u>	<u>Company</u>	<u>Telephone #</u>
--------------------	-----------------------	---------------------------

{Attendance List}

{Meeting Summary}

I have attempted to summarize our meeting as accurately as possible. If you feel that any of the items discussed herein are misrepresented in any way, please contact me within ten working days. In the absence of any corrections or clarifications, it will be understood that these minutes accurately summarize our discussions. Thank you for your participation and continued efforts in making this a successful project.

Sincerely,

Local Project Administrator

INSTRUCTIONS: *This must be submitted on letterhead with the PS&E package.*

[DATE]

[NAME], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Utility Certification, Federal Project
MaineDOT WIN:

Dear [NAME]:

The Municipality of [NAME] hereby certifies that all utility and railroad work necessitated by the subject project has been identified and coordinated with the respective parties. All arrangements have been made for utility work to be undertaken and completed as required for proper coordination with the construction schedule, in accordance with Title 23 in the Code of Federal Regulations, Part 645, "Utilities," subparts A and B.

Based on 23 CFR 635.309(b), the Municipality further certifies either that all railroad work has been completed or that all arrangements have been made for such work to be undertaken and completed as required for proper coordination with the construction schedule, in accordance with 23 CFR 140 Subpart I and 23 CFR 646 Subpart B.

Listed below are utilities/railroads having facilities within the project limits:

<u>Utility/Railroad</u>	<u>Impacted facilities? (yes/no)</u>
--------------------------------	---

All of the entities listed above were first informed of the project on [DATE], were involved as necessary throughout design, and received the latest plans on [DATE]. Furthermore, the above entities have been informed of the proposed advertising date: [DATE]. There are no direct payments anticipated to utilities/railroads as a part of this project.

The primary utility/railroad contacts involved in the coordination of this project are as follows:

<u>Utility/Railroad</u>	<u>Contact Name</u>	<u>Telephone #</u>
--------------------------------	----------------------------	---------------------------

Sincerely,

Local Project Administrator

Local Project Administration Manual & Resource Guide

Right of Way



MaineDOT

Integrity - Competence - Service

Chapter 6 - Updated October 2024

Right of Way

During design, the local public agency administering a project must determine if land or easements must be acquired to carry out the work. If so, the agency must be careful to protect each property owner's constitutional right to receive just compensation, based on an appraisal of the fair market value of the land or rights-in-land necessary to move forward with the project.

Chapter 6 of this Manual explains the right-of-way process and covers the following:

- MaineDOT / Local right-of-way responsibilities (pages 6-2 and 6-3);
- Protections for property owners / Property donations – *updated October 2024* (page 6-4);
- Determining right-of-way limits / Identifying right-of-way impacts (page 6-5);
- Title investigation (page 6-6);
- Right-of-way mapping – *updated August 2024* (page 6-7);
- Appraisal (page 6-8);
- Appraisal review / Determination of just compensation (page 6-9);
- Negotiation (page 6-10);
- Acquisition (page 6-11);
- Owner appeals / Right-of-way certification (page 6-12);
- Confidentiality / Retention of records / Relocation (page 6-13);
- Appendix 6A: Right-of-way checklist (page 6-14); and
- Appendix 6B: Right-of-way forms (page 6-17).



The right-of-way process involves the acquisition of what is known as real property, which covers the interest, benefits and rights inherent in real estate ownership. Rights-of-way acquired for transportation projects may include one, some or all of the types of rights identified below:

- **Fee ownership** is full acquisition covering all right, title and interest in a property.
- **Permanent easements** are acquired in perpetuity for a specific use, such as for drainage or placement of an embankment. Owners, however, retain title to their properties.
- **Temporary construction rights** cover contractor activities and expire upon completion.

➡ Important things to remember:

- If a project has federal funding, the right-of-way process must meet the requirements set out in 49 CFR part 24, “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs,” and the MaineDOT *Right of Way Manual*.
- Negotiations with property owners **cannot** begin until: a.) the National Environmental Policy Act (NEPA) process is completed; and b.) the acquiring agency has issued a Determination of Just Compensation.

6.1 MaineDOT Right-of-Way Responsibilities

MaineDOT generally will acquire the land and rights-in-land required for projects on the state highway system, even if other work is locally administered. If MaineDOT will acquire rights, the senior property officer in the MaineDOT Multimodal Program will lead the right-of-way process.

If the State of Maine will acquire rights for a project, **MaineDOT** usually will take the lead on the following tasks, as shown in Table 6-1 “State & Local Responsibilities” on the next page:

- Field survey;
- Title research;
- Right-of-way mapping;
- Property appraisals and appraisal reviews;
- Negotiations with property owners;
- Acquisition/condemnation; and
- Right-of-way certification.

MaineDOT right-of-way work on a federal-aid project comes out of the budget for that project. That’s why it is important to identify right-of-way needs by project kickoff. MaineDOT recommends budgeting **\$5,000 per abutting property** to cover the activities listed above.

6.2 Local Right-of-Way Responsibilities

If a project is located off the state system, the local public agency administering the project generally must carry out the right-of-way process. If that is the case, the local public agency will be responsible for right-of-way plans, title examinations, appraisals / appraisal reviews, negotiations, and acquisition – all reimbursable at the same rate as other project activities.

The right-of-way process for projects funded by MaineDOT must follow federal and state requirements, as well as the procedures in this section and the MaineDOT ***Right of Way Manual***. MaineDOT recommends that local public agencies contract with experienced professionals pre-qualified in the categories listed below: www.maine.gov/mdot/cpo/prequal/.

- 301.20, Property Surveys;
- 401.00, Title Research / Abstracting;
- 402.00, Property Valuation and Appraisal Services; and
- 403.00, Property Negotiations / Ownership Information Services.

Additionally, a local public agency should consult with legal counsel and obtain approval from its governing body before acquiring rights-of-way. In such cases, the Maine Municipal Association may be an additional resource: www.memun.org.

Before putting a project out to bid, an acquiring local public agency must certify that it obtained the rights to construct a project as designed, in conformance with federal and state requirements. This certification must be submitted with the final Plans, Specifications & Estimate (PS&E) package. (For an example, refer to ***Letter 14***, on page 6-24 of this chapter.)

Table 6-1: State & Local Responsibilities

Note: The tasks listed below will apply whether rights are permanent or temporary.

TASK	RESPONSIBILITY
<input type="checkbox"/> Verification of Existing Right of Way	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Field Survey	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Property Owner Reports	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Preliminary Right of Way Plans ▪ Created at design stage Plan Impacts Complete	State Highway: MaineDOT or consultant with MaineDOT approval.
	Off State System: Local Public Agency
<input type="checkbox"/> Title Examinations	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Final Right of Way Mapping ▪ Maps show affected areas and types of rights	State Highway System: MaineDOT or consultant with MaineDOT approval
	Off State System: Local Public Agency
<input type="checkbox"/> Review/Verification of Right of Way Maps	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Notice of Interest to Acquire ▪ Sent to property owners	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Property Appraisals & Appraisal Review	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Negotiations (after NEPA completed) ▪ Owner has at least 28 days to consider an offer	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Acquisition of Rights / Condemnation	State Highway: MaineDOT
	Off State System: Local Public Agency
<input type="checkbox"/> Right of Way Certification	State Highway: MaineDOT
	Off State System: Local Public Agency

6.3 Protections for Property Owners

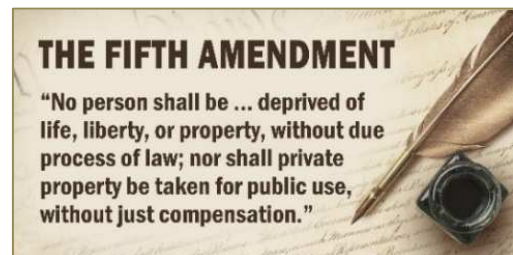
Ownership of private property is protected by the constitutions of Maine and the United States. When an agency must acquire private property for a public project, that agency must demonstrate public exigency, pay just compensation, and afford each owner due process of law.

The primary federal law is the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The “Uniform Act” applies whenever an agency seeks to acquire real property for a federal-aid construction project – *even if rights-of-way are purchased without federal funds*. The law serves to ensure that property owners are treated fairly and are not disproportionately harmed. Maine law extends the provisions of the Uniform Act to state-funded projects.

➡ Violating the Uniform Act will jeopardize the federal funding for a project.

Below are the **key protections**:

- ❖ A property owner must receive just compensation of at least the appraised fair market value of the rights to be acquired and any impacts eligible for compensation.
- ❖ An owner or legal representative must be given an opportunity to accompany an appraiser during a property inspection.
- ❖ Coercion, in any form, is illegal.
- ❖ An acquiring agency must provide a written offer of just compensation and reasonable notice before acquiring rights. MaineDOT affords an owner at least **28 days** in which to consider an offer and to present relevant information.
- ❖ An acquiring agency must pay the greater of the approved amount of just compensation or a negotiated settlement amount before an owner must surrender possession of property.



6.4 Property Donations

Occasionally, someone may offer to donate property. If that is the case, a public agency may accept a donation once the National Environmental Policy Act (NEPA) process is completed, as long as the parties follow the steps set out below:

- An acquiring agency must avoid coercing an owner into donating property;
- The agency must notify the property owner in writing that the owner has the right to have an appraisal performed and to receive just compensation for the property; and
- A donor must sign a standard form releasing the agency from its obligation to perform an appraisal and to pay just compensation.

➡ The “Donation and Release of Agency Obligation” form is kept in the Right-of-Way section of the LPA Documents page: www.maine.gov/mdot/lpa/lpadocuments/.

6.5 Determining Right-of-Way Limits

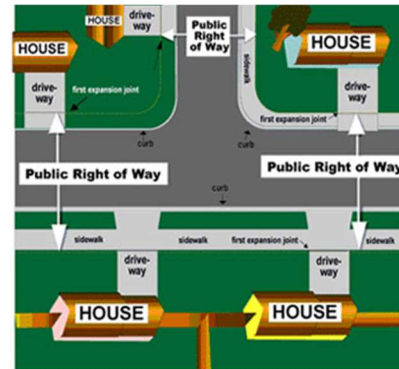
One of the first tasks in laying out a project is to identify the location and limits of the right-of-way. An original layout filed with a county or municipality can serve as a starting point, since it typically establishes the width and center of a road. In using such a record, be aware that the actual alignment may have shifted away from the center of the original layout over time.

If a project is on a state, state-aid or formerly state-aid highway, MaineDOT may have records showing the right-of-way limits. Contact the Records and Research Unit of MaineDOT's Property Office at (207) 624-3154 or (207) 624-3460.

Tax maps may provide initial ownership information, but they cannot be used exclusively to determine property boundaries.

After the initial research, a local public agency should arrange for a field survey that, when coupled with the recorded layout data, will document the right-of-way limit for design purposes as part of an Existing Conditions Plan.

➡ **Remember:** Field staff cannot enter private property without the owner's permission.



6.5.1 Property Owner Report

During field work, an acquiring agency should send abutters a Property Owner Report form (POR). The POR seeks to verify locations of property markers, wells/septic systems, and buried utilities. The form also asks for owner contact information. If an agency receives no response within a reasonable period, the agency should follow up to obtain the necessary information.

➡ The POR template is kept in the Right-of-Way section of the LPA Documents web page: www.maine.gov/mdot/lpa/lpadocuments/.

6.6 Identifying Right-of-Way Impacts

Research and field data form the baseline for design plans that show the existing right of way, proposed new construction, property boundaries, and utility locations. In laying out the project, those plans identify the potential property impacts, enabling a local public agency to visualize how much additional land or rights-in-land may be necessary to carry out a project.

There are two primary types of **permanent rights**:

- **Fee simple absolute**, where an agency acquires interest in all or a portion of a parcel; and
- **Permanent easement**, where the owner retains title, but an agency obtains the right to use all or part of a parcel for a specific purpose, such as for drainage or the placement of a slope.

An acquiring agency also must consider the need for **temporary construction rights**, which are short-term easements allowing a contractor to grade, loam, seed, place fill, clear trees and brush, and integrate driveways into the construction. Such rights expire at the end of a project.

6.7 Title Investigation

Public agencies identify the legal owners of property affected by a project through title work performed at a county registry of deeds. Once the design plans have enough detail to identify all of the acquisitions that will be required, a researcher examines each deed in a parcel's chain of title and then prepares an **abstract of title** with information about property boundaries, owner names and addresses, and encumbrances such as mortgages and liens.

The chain of title for a parcel should contain the following information:

- Grantor;
- Grantee;
- Type of deed;
- Date of record;
- The reference book and page; and
- The acreage conveyed.



Title work is covered in the **Right of Way Manual**, section 2-4, "Title Investigation and Certification." The manual is available online: www.maine.gov/mdot/rowmanual/.

MaineDOT performs title work for projects on state highways. In other cases, it will fall to the **local public agency** managing a project to carry out title examinations using either its legal staff or a private title firm. A local public agency should consult with its legal counsel before moving forward.

Title examinations must follow the standards of the Maine State Bar Association, and the work should be either performed or certified by a lawyer with appropriate qualifications. As the table below shows, permanent acquisitions will require the chain of title to be traced back 40 years, while most easements and temporary rights require research into the last acquisition or current owner.

TITLE SEARCH REQUIREMENTS

TYPE OF ACQUISITION	LENGTH OF SEARCH
Fee (all right, title and interest)	Full 40-year title examination
Wrought portion (prescriptive easement) - major acquisition	Full 40-year title examination
Wrought portion (prescriptive easement) – acquisition substantially same as existing area of occupation and use	Title activity since date of last acquisition/transfer
Drainage easement	Since last acquisition/transfer
Permanent easement	Since last acquisition/transfer
Slope easement	Since last acquisition/transfer
Temporary rights	Current deed only

6.8 Right-of-Way Mapping

Right-of-way plans depict the land and rights-in-land to be acquired for a project. They serve as visual tools to help appraisers and negotiators do their jobs. Right-of-way plans must be prepared separately from the design plans and be **stamped** by a professional land surveyor.

MaineDOT typically will prepare the right-of-way plans for projects on the state highway system. If MaineDOT will carry out the right-of-way process, right-of-way plans – also known as “maps” – must be prepared using OpenRoads Designer (ORD) software, by Bentley Systems.

If rights will be held at the local level, the **local public agency** managing a project should work with a firm experienced in preparing right-of-way plans to MaineDOT standards. MaineDOT has a list of firms pre-qualified under service number 301.20, Property Surveys:
www.maine.gov/mdot/cpo/prequal/.

Right-of-way plans in all cases must meet the standards in section 2-6 of the **Right of Way Manual**, “Right of Way Plans.” The manual is available online: www.maine.gov/mdot/rowmanual/.

Mapping the right-of-way begins at the design milestone Plan Impacts Complete, covered in Chapter 3. **Preliminary** right-of-way plans, also known as maps, include the following:

- Existing right-of-way limit;
- Property features, including buildings;
- Utility locations; and
- Apparent property boundaries.

Once title work is completed, **final** right-of-way plans add the following details to the baseline:

- New right-of-way limits, including slope and clearing limits;
- Construction limits and items;
- Permanent and temporary rights;
- Calculated areas of acquisition for each type of acquisition (fee, easement);
- Updated parcel setups;
- Acquisition stations and offsets;
- Condemnation distances, including baseline and boundary lines;
- Easement limits and property lines tied into the baseline;
- Inside distance calculations;
- Total areas of property ownership calculated from available property information; and
- Plan title block with MaineDOT file number – *if MaineDOT will be making acquisitions.*

MaineDOT’s Property Office must review draft right-of-way plans for projects on state highways. Plans are treated as incomplete until verified as meeting MaineDOT’s mapping standards and legal requirements.

6.9 Appraisal

The amount of just compensation owed to a property owner is based on the acquiring agency's initial appraisal and a required appraisal review of the fair market value of the rights to be acquired and compensable property impacts, such as a change in the slope of a parcel. To use a legal term, the appraisal process estimates the “damages” that must be paid for the taking and impacts.

A real estate appraiser licensed by the State of Maine must perform the valuation tasks to determine just compensation. The appraiser must have experience with projects employing the power of eminent domain, must understand the federal Uniform Act and appraisal standards, and must have completed appraisal assignments with comparable complexity.

MaineDOT keeps an Appraisal Register of professionals meeting minimum qualifications for appraisal assignments. Contract appraisers are listed under service number **402.00**, Property Valuation and Appraisal Services, on the following web page: www.maine.gov/mdot/cpo/prequal/.

➡ Before performing appraisals, an agency must send each owner a **Notice of Intent to Acquire**. An example is found in Appendix 6B, “Right-of-Way Forms,” on page 6-18 of this chapter.

6.9.1 Tasks of the Appraiser

An acquiring agency and its appraiser must review a project's design plans and right-of-way maps to understand the impacts and to determine the appraisal scope of work. Additionally, the appraiser must have the following information for each parcel:

- Owner's name, address and phone number;
- Title information, with current ownership and recent sales;
- Description of the property rights to be appraised; and
- Right-of-way plan sheet showing property lines and taking.



This section does not cover the appraisal criteria for projects requiring the use of eminent domain, but an appraiser on a federal-aid project generally will perform the following tasks:

- Inspecting each property with a focus on the areas of impact – after providing the owner with an opportunity to accompany the appraiser during that inspection;
- Collecting and analyzing market data from recent comparable sales;
- Using appropriate methods and techniques to prepare a credible estimate of value; and
- Developing an appraisal report.

Appraisals must be consistent with MaineDOT valuation specifications and the Uniform Standards of Professional Appraisal Practice. For more information, refer to the following references:

- ➡ Chapter 4 of MaineDOT's *Right of Way Manual*, “Property Valuation” – www.maine.gov/mdot/rowmanual/docs/2018/Chapter_4_Property_Valuation.pdf
- ➡ The regulations found in 49 CFR part 24.103, “Criteria for appraisals.”

6.10 Appraisal Review

An acquiring agency must have its appraisals formally reviewed by a second appraiser to establish the fair market value of the land and rights-in-land to be acquired. Such review work is a federal requirement, set out in 49 CFR part 24.104, “Review of appraisals.”

The reviewing appraiser should be chosen from the professionals listed under MaineDOT service number **402.00**, Property Valuation and Appraisal Services: www.maine.gov/mdot/cpo/prequal/.

It is the reviewing appraiser’s role to check the original appraiser’s computations, methods and techniques. Typically, the reviewer either will **recommend** or **not accept** the original appraiser’s opinion of value.

If a reviewer does not accept a valuation, the original appraiser may be asked to make corrections or provide additional information. **Note:** The reviewing appraiser’s recommendation forms the basis for an official Determination of Just Compensation, covered in section 6.11 below.

➡ Refer to section 4-5 of the *Right of Way Manual*, “Appraisal Review” – www.maine.gov/mdot/rowmanual/docs/2018/Chapter_4_Property_Valuation.pdf

6.11 Determination of Just Compensation

Once a reviewing appraiser has recommended the amount of just compensation for each acquisition, an agency’s highest-ranking administrative officer must sign a Determination of Just Compensation. In many communities, that administrator must receive authorization from a governing body such as a council, select board or town meeting.

A Determination of Just Compensation should include two statements, at a minimum:

- The acquiring agency has reviewed the recommended amounts of just compensation for the rights to be acquired; and
- The acquiring agency agrees that those recommended amounts represent just compensation for the rights to be acquired.



The amount of just compensation depends on the type and scale of the rights to be taken, as well as the extent of a project’s impacts. Here are examples:

Whole acquisition. If an entire property is taken, the owner is offered its fair market value.

Partial taking. If only part of a parcel is acquired – and the value of the remaining property is unchanged, less the value of the part taken – the owner is paid for the part taken.

Severance damage. When a parcel sustains “severance damage,” an owner is paid for the reduction in value to the remaining property as a result of the taking.

Uneconomic remnant. If a partial acquisition leaves an “uneconomic remnant” that is determined to be of no value or use to the owner, the acquiring agency must offer to buy it.

Temporary construction easement. An owner is compensated for the right to enter a property during construction. Upon completion, interest in the property reverts to the owner.

6.12 Negotiation

An acquiring agency may negotiate with property owners or their legal representatives after:

- The National Environmental Policy Act (NEPA) process has been completed; and
- The acquiring agency has issued a Determination of Just Compensation, after receiving authorization from its governing body, if necessary.

The negotiator for an acquiring agency must present each owner or legal representative with a written offer for the full amount believed to be just compensation. This should be done in person, when possible. The offer must summarize the basis for that offer, including:

- Statement of the amount offered as just compensation; and
- Description and location of the land or rights-in-land to be acquired.

When meeting with a property owner or representative, the negotiator uses the design plans and right-of-way maps to explain the project and the need for acquisition. Although the Determination of Just Compensation is the starting point, an offer should not be a “take it or leave it” alternative; a negotiator must strive to reach an amicable settlement in the public interest. Above all else, a negotiation must be **free from coercive action** to pressure an owner into accepting an offer.

The standard offer letter and other forms may be downloaded from the right-of-way section of the LPA Documents web page: www.maine.gov/mdot/lpa/lpadocuments/

6.12.1 Selection of Negotiator

The right-of-way negotiator may be either a staff member with the appropriate qualifications or a pre-qualified consultant listed under MaineDOT service number **403.00**, Property Negotiations / Ownership Information Services: www.maine.gov/mdot/cpo/prequal/.

At a minimum, a negotiator must have the following skills:

- The ability to understand and explain the valuation presented in an appraisal report; and
- The ability to read design plans and right-of-way maps.

6.12.2 Notification Period

An acquiring agency must give each owner or legal representative reasonable time to consider an offer and to present information believed to be relevant to determining the value of the rights to be acquired. MaineDOT provides notice of *at least 28 days* from when it presents an offer to when it condemns the rights for a project. Local agencies should afford a similar notification period.

Owner reactions will vary. Some owners may settle quickly, while others may object to the offer and even to the acquisition itself. After receiving an offer of just compensation, an owner may need time to consult with relatives or legal advisors.

A negotiator should document any counteroffer in a log, since it may bring to light information that could affect the amount of just compensation owed. If presented with new information, the acquiring agency should consider it and respond appropriately.

6.13 Acquisition

6.13.1 Acquisition by a Local Public Agency

When a local public agency and an owner negotiate successfully, the standard Owner Offer - Assent Form may be the starting point for a settlement agreement. (Refer to Appendix 6B, on page 6-21.) Before using the form, an acquiring agency should consult with legal counsel to make sure that it complies with federal, state and local requirements. Settlements, in some communities, may require approval from the governing body.

➤ **Note:** Settlement amounts exceeding 110 percent of the Determination of Just Compensation for a parcel must be approved by MaineDOT to be eligible for federal participation.

After signing a settlement agreement, an owner must receive payment of the negotiated amount and a statement of just compensation. By law, an acquiring agency cannot take possession of land or rights-in-land until it pays the agreed-upon amount. Again, legal counsel should be consulted.

State law: Refer to Title 23 in the Maine Updated Statutes, Chapter 34, “Acquisition of Property for Highway Purposes”: <http://legislature.maine.gov/statutes/23/title23ch304sec0.html>

If a local public agency reaches an impasse with a property owner over the amount of just compensation owed, the agency generally has three options:

- Use eminent domain to condemn the necessary rights;
- Continue trying to reach a reasonable settlement; or
- Incur the expense and delay of redesigning the project.



Although Maine gives local governments the power of eminent domain, some communities either restrict or prohibit its use. In some cases, the only practical option is to persist in negotiating a settlement that satisfies the owner and serves the public interest. That is why communities should address difficult right-of-way cases with feedback from the public and advice from legal counsel.

If a local public agency acquires rights by eminent domain, a condemnation order usually must be filed with the appropriate local official, such as a municipal clerk, that provides a description of the property or interest therein to be taken, including:

- Property location;
- Ownership of the property; and
- The amount of damages determined to be just compensation.

A local public agency generally must serve the owner with a copy of the condemnation order and a check for the damages awarded. Title in most cases will pass to the municipality once the transfer is recorded at the registry of deeds and the owner receives payment. Again, legal counsel should be consulted.

➤ **Remember:** An owner cannot be made to surrender possession of land or rights-in-land until a public agency pays either a negotiated price or an approved amount of just compensation.

6.13.2 Acquisition by MaineDOT

When MaineDOT is the acquiring agency, MaineDOT prepares a settlement agreement upon successful completion of a negotiation. By signing the agreement, an owner affirms acceptance of the settlement and releases the State of Maine from any further claim or legal cause of action.

If a negotiation with an owner or legal representative reaches an impasse, MaineDOT generally condemns the necessary rights after the 28-day notification by filing a Notice of Layout and Taking at the corresponding county registry of deeds. At that point, MaineDOT provides the owner with a copy of the notice, a statement of just compensation, and a check for the approved amount and prorated taxes. MaineDOT takes possession of the rights upon making the payment.

Negotiations based on fair market value may continue, during construction, for up to 60 days after the date of taking. That is when MaineDOT refers unsettled parcels to the State Claims Commission, as required by law. For more about the appeals process, refer to section 6.14 below, “Owner Appeals.”

6.14 Owner Appeals

Property owners who are dissatisfied with just compensation awards in eminent domain takings have avenues of appeal that must be made within 60 days of condemnation, as set out below.

MaineDOT acquisitions. MaineDOT refers unsettled parcels to the State Claims Commission, an independent, impartial board consisting of two qualified appraisers, two attorneys-at-law, and a county commissioner. The commission may approve, partially approve, or disapprove a property owner’s compensation claim.

Local acquisitions. An owner may appeal a local eminent domain proceeding to the Superior Court in the county where the property lies.



6.15 Right-of-Way Certification

Before a project may be put out to bid, the acquiring agency must issue a right-of-way certification stating either that:

- All necessary rights were acquired in conformance with the federal Uniform Act; or
- No rights-of-way were required.

MaineDOT will issue the right-of-way certification when the State of Maine acquires rights.

A **local public agency** must prepare the certification when rights-of-way are acquired locally or when no rights are required. This certification should be modeled after Letter 14, found on page 6-24, and signed by the highest-ranking administrative officer.

The certification must be submitted to MaineDOT with the final Plans, Specifications and Estimate (PS&E) for a project. MaineDOT will not give a local public agency authorization to advertise for construction bids unless this certification is part of the PS&E package.

➡ Letter 14, the standard right-of-way certification, is available in the right-of-way section of the LPA Documents web page: www.maine.gov/mdot/lpa/lpadocuments/.

6.16 Confidentiality

Project and parcel records relating to appraisals and settled negotiations must remain confidential and closed to public inspection for **nine months** after the completion of a project. Records from cases appealed either to Superior Court or to the State Claims Commission will become open to public inspection once an official award has been made in those cases.

During the confidentiality period, access to parcel and project files should be restricted to officials of the local acquiring agency, MaineDOT, the State Auditor or the Federal Highway Administration (FHWA). Confidential records should be kept in a safe area, and an acquiring agency should ensure that only those persons qualified to access such files can view them.

Agencies should take additional care to ensure that information subject to privacy laws is protected from disclosure. Such information may include owner income, assets and tax information.

6.17 Retention of Records

As with other phases of a project, agencies must keep all records relating to the right-of-way process. Below are examples of documents that must be retained for at least **three years** after the Federal Government has paid the final voucher for a project:

- Property ownership information, including title reports;
- Appraisal reports;
- Statement of determination of fair market value;
- Offer letters to property owners;
- Negotiation logs;
- Correspondence with property owners; and
- Settlement agreements.

➡ For more information, refer to Title 2 in the Code of Federal Regulations (CFR), part 200.333, “Retention requirements for records.”

6.18 Relocation

Occasionally, a transportation project will require a public agency to acquire homes and businesses. In doing so, an acquiring agency must relocate displaced households and re-establish businesses in new locations.

Relocation is not covered in this LPA Manual because locally administered projects in Maine rarely cause displacements. Public agencies most commonly face the need for relocation on large-scale improvements that call for new highway alignments.

➡ Relocation is covered in Chapter 6 of the MaineDOT *Right of Way Manual*, available online: www.maine.gov/mdot/rowmanual/docs/2018/Chapter_6_Relocation.pdf

Appendix 6A: Right-of-Way Checklist



CHECKLIST: RIGHT-OF-WAY PROCESS

1. Limits of existing right of way initially verified from:

- ☐ County layout records;
- ☐ Municipal layout book;
- ☐ Plans from previously completed MaineDOT projects.
 - Contact the MaineDOT Property Office: (207) 624-3460.

2. Field survey work performed.

- ☐ Property Owner Reports completed as part of survey work.

3. Existing Conditions Plan created.

- ☐ Shows limits of existing right-of-way, topography, buildings, utilities and other information gathered from recorded layout data, field survey work, and Property Owner Reports.
 - Property lines are plotted from deed, property owner information and existing plans, as correlated to property markers located in the field.

4. Title examinations performed at county registry of deeds.

- ☐ Refer to section 2-4 of the *Right of Way Manual*, “Title Investigation and Certification.”
- ☐ Once all impacts are identified, Abstract of Title is prepared for each affected property.
 - A local public agency should use either its legal staff or a private title company.

5. Right-of-way plans prepared, at design milestone Plans Impact Complete.

- ☐ For guidance, refer to section 2-6 of the *Right of Way Manual*, “Right of Way Plans.”
- ☐ A local public agency may use a consultant pre-qualified under MaineDOT service number 301.20, Property Surveys: www.maine.gov/mdot/cpo/prequal/.
- ☐ Right-of-way plans show existing and proposed new right-of-way limits.
 - New rights to be acquired are shown, with areas calculated (MaineDOT Standards).
 - Ownership information based on completed abstracts of title.
- ☐ Right-of-way maps reviewed by MaineDOT Property Office (if state highway).
 - Maps approved by MaineDOT Property Office (if state highway) on: _____.

6. Notice of Interest to Acquire sent to the owner of each impacted parcel.

7. Appraisals performed.

- ☐ For guidance, refer to Chapter 4 of the *Right of Way Manual*, “Property Valuation.”
- ☐ Acquiring agency must hire appraiser on the MaineDOT Appraisal Register to determine the fair market value of the rights to be acquired and any compensable impacts.
 - Contract appraisers are listed online under MaineDOT service number 402.00, Property Valuation and Appraisal Services: www.maine.gov/mdot/cpo/prequal/.
- ☐ Appraiser must contact each property owner and offer an opportunity for the owner or a representative to accompany the appraiser during an inspection of a property.
- ☐ Appraisals completed on _____.
- ☐ Appraisal report submitted on: _____.

8. Formal appraisal review performed.

- ☐ For guidance, refer to section 4.5 of the *Right of Way Manual*, “Appraisal Review.”
- ☐ Acquiring agency hires second appraiser to review methodology and accuracy of appraisals.
- ☐ Appraisers pre-qualified under MaineDOT service number 402.00, Property Valuation and Appraisal Services, are listed online: www.maine.gov/mdot/cpo/prequal/.
- ☐ Reviewer either must recommend or not accept each appraisal.
 - If appraisal is not accepted, reviewer may request corrections or additional information.
- ☐ Appraisal reviews completed on: _____.

9. Determination of Just Compensation made.

- ☐ Must be based on the reviewing appraiser’s recommendations of just compensation.
- ☐ Must be signed by acquiring agency’s highest-ranking administrative officer.
 - May require authorization from local public agency’s governing body.

➔ The federal NEPA process must be completed before proceeding further.

- ☐ NEPA Complete Date: _____.

10. Upon completion of NEPA process, property donations may be accepted, if applicable.

- ☐ Each donor is informed in writing of the right to an appraisal and just compensation.
- ☐ Each donor signs form acknowledging this right and releasing agency from its obligation.

12. Negotiator retained to negotiate just compensation with each property owner.

- ☐ Negotiators pre-qualified under MaineDOT service number 403.00, Property Negotiations / Ownership Information Services, are listed online: www.maine.gov/mdot/cpo/prequal/

13. Negotiations initiated:

- ☐ For guidance, refer to Chapter 5 of the *Right of Way Manual*, “Acquisition.”
- ☐ Negotiator presents offer of just compensation in writing to each owner.
- ☐ Negotiator gives each owner a minimum of 28 days to consider the offer and respond.
 - After 28 days, negotiator notes if Negotiations Completed or Negotiations at Impasse.
- ☐ If negotiations are successful, acquiring agency prepares a settlement agreement and, upon execution of the document, pays the negotiated price.
- ☐ If negotiations are unsuccessful, rights should be acquired by Eminent Domain, if possible.
 - This may require approval of a local governing body, in consultation with legal counsel.

14. Upon acquisition:

- ☐ The agency sends each owner a check for the settled amount or – in unsettled cases – the agency’s determined amount of just compensation.
- ☐ Transfer of title is recorded at the appropriate county registry of deeds.

15. Acquiring agency certifies the right-of-way (Letter 14).

16. Unsettled parcels go to State Claims Commission (state) or Superior Court (local).

- Just compensation awards must be appealed within 60 days of condemnation date.

Appendix 6B:

Sample Right-of-Way Forms

- ❑ Copies of these and other documents are available on MaineDOT's LPA web page in the section labeled Right of Way: www.maine.gov/mdot/lpa/lpadocuments/



NOTICE OF INTENT TO ACQUIRE (SAMPLE)

Date:

Project#:

WIN:

Parcel:

Route #:

Town:

Dear Property Owner:

As you may know, the Municipality of _____ is working on construction plans for _____ located _____. This letter is intended to inform you of the project and your involvement as a property owner.

The plans indicate that the project will impact this property. A representative of the Municipality will contact you soon to go over the project and explain the interest in this property that the Municipality will need to acquire to move forward with the project. You are entitled by law to due process and just compensation. Therefore, we would like to meet with you to explain the proposed impacts to your property and inform you of your rights as an impacted property owner.

If you intend to sell your property or currently are in the process of selling your property, you must by law inform the potential buyer that the Municipality intends to acquire an interest in this property.

If you have questions pertaining to the procedures, you can contact me at this office by telephone, <ENTER PHONE NUMBER HERE>. Our intention is for you to have a good understanding of what is being done and why it is being done, while causing the least amount of inconvenience to you as a property owner.

Someone will be in touch with you soon.

Sincerely,

<SIGNATURE HERE>

Local Project Administrator

OFFER LETTER (SAMPLE)

Re: WIN:
Town:
Parcel No.:
Item No.:

(Property Owner)
(Address)
City, State Zip

Dear Property Owner:

Today, as the Municipality's legal representative, I have explained to you the proposed construction and the effect it will have on your property. I have attempted to answer any questions you had. I have also explained the methods used in preparing our appraisal and the basis for our determination of just compensation for the land and rights to be acquired.

I have made you an offer in the amount of \$_____, which represents the just compensation as determined by a qualified appraiser and approved by a review appraiser.

The land and/or rights to be acquired from you for this project are as follows:

Valuation Type	Count	Area	Unit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The following is a statement by the Municipality regarding the parcel or parcels of land above referenced:

- A. The highest and best use of the property at the date of taking:
_____.
- B. The fair market value of the real property taken as of the date of taking:
_____.
- C. Offering price: \$_____.

I have explained your recourse if the Municipality's offer is not acceptable.

Please be advised that if you have a mortgage, the mortgage company holds a recorded interest in your property. Under Maine law, your mortgage company may receive a copy of the condemnation documents and may be named on your just compensation check. If your mortgage company is named on your compensation check, your lender must endorse the check before you can cash it.

Your mortgage document quite likely contains a provision that addresses eminent domain takings. If your lender is named on your check, you should review this language in your mortgage carefully and deal with your lender directly. The holders of tax liens or other recorded encumbrances on your property may also appear on your check. Again, the lender's endorsement will be required and you will need to deal with them directly.

Under certain conditions the Municipality can reimburse eligible property owners for reasonable cost associated with resetting a property pin on the new right of way line by a Licensed Professional Land Surveyor. If necessary, I will explain the eligibility criteria and application process.

Very truly yours,

By: _____

OWNER OFFER-ASSENT FORM (SAMPLE)

Property Owner(s):

WIN: _____

Municipality: _____

Parcel/Item No.: _____

BACKGROUND

1. It has been determined that public exigency requires the construction or reconstruction by altering, widening, changing the grade of and/or changing the drainage of a portion of State Highway “_____” in the Municipality of _____, County of _____ and State of Maine through a Locally Administered Federal-aid Project identified by the WIN referenced above (the “Project”).

2. In connection with the Project, the necessary real property rights (the “Property Rights”) to be acquired have been assigned value, surveyed, and identified on a plan known as Right of Way Map, State Highway “_____”, Project No. _____, on file at _____.

3. The Property Rights in and to a certain parcel of land identified on the Right of Way Map as Parcel No. _____, owned by the above identified Property Owner(s) (the “Property Owner(s)”) in said _____, are required for construction of the Project.

4. The Municipality intends to acquire the Property Rights by filing a Notice of Layout and Taking (the “Taking”) in the _____ County Registry of Deed on or about _____. At the Municipality’s discretion, and with the Property Owner(s)’ consent, the Property Rights may be transferred through the execution of a deed or other transactional instrument.

6. The Municipality has determined just compensation for acquisition of the Property Rights to be \$_____ (the “Payment”), and this amount will be paid to the Property Owner(s) upon filing of the Taking.

6. The Property Owner(s) does/do hereby acknowledge that _____, Right of Way Agent representing the Municipality, met with or wrote to the Property Owner(s) and explained the Property Rights to be acquired, the just compensation Payment, and all construction impacts, changes of location, grade, drainage and slopes as they apply to the Property Owner(s)' land.

AGREEMENT

1. The Property owner(s) accept the Payment as just compensation for all Property Rights taken in connection with the Project.

2. The Property Owner(s) release the Municipality from any further claims of just compensation arising from the Property Rights taken in connection with the Project; however, if any changes in design or construction occur after the date of this settlement and negatively impact the Property Owner's land in an unanticipated manner, the Property Owner(s) must have the right to request that this settlement be rescinded.

In witness of the above, the parties have executed this Agreement on the date herein indicated.

Dated: _____

Property Owner(s):

Printed name: _____

Printed name: _____

Donation and Release of Agency Obligation

WIN: _____

PCL/ITEM NO: _____

OWNER(S): _____

(I),(We) acknowledge that we have been informed of the right to receive just compensation based upon an approved appraisal. Notwithstanding, we wish to donate the right of way (land and/or rights therein) and release the Municipality of _____ from its obligation to provide an appraisal and offer of just compensation for the real estate needed for the above referenced project. This donation to the Municipality of _____ is made without coercive action of any nature.

DATED:

WITNESS

SIGNATURE OF OWNER(S)

Printed name: _____

Printed name: _____

Title: _____

Title: _____

Printed name: _____

Title: _____

INSTRUCTIONS: *If a local public agency acquired rights or otherwise carried out the right-of-way process, this letter must be signed by the agency's highest-ranking administrative officer and submitted to MaineDOT with the final PS&E package.*

(DATE)

(NAME), Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Right-of-Way Certification, Federal Project
MaineDOT WIN:

Dear (NAME):

If right-of-way was acquired, use this statement:

The Municipality of (NAME) hereby certifies that:

1. The Municipality has acquired all rights-of-way necessary for construction and maintenance of (DESCRIPTION AND LOCATION), and the Municipality has legal and physical possession of those rights;
2. The acquisition was performed in accordance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, "Uniform Real Property Acquisition Policy"; and
3. No acquisition required compliance with Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as amended, "Uniform Relocation Assistance."

If NO right of way was required, delete the text above and use this statement:

The Municipality of (NAME) certifies with this letter that no right-of-way acquisition was necessary for construction and maintenance of the subject project. All work will occur within the existing right-of-way, as documented in the final design plans stamped by the Engineer of Record.

All information about the right-of-way process can be made available upon request. If you need additional information, please let me know.

Sincerely,

Highest-ranking administrative officer

(Updated February 2023)

Local Project Administration Manual & Resource Guide

Final PS&E Package



MaineDOT

Integrity - Competence - Service

Chapter 7 - Updated, August 2024

Final PS&E Package

Before a project may be put out to bid, the local agency managing the work must provide the final plans, specifications and estimate (PS&E) to MaineDOT for review, along with a request for construction authorization. At this point, the construction plans and specifications must be fully developed, all permits must be in hand, and all rights-of-way must be acquired.

Chapter 7 of this Manual is set up to explain the documentation requirements at the milestone of final PS&E, just before a project is advertised for construction. It contains the following:

- Checklist for the final PS&E package – *updated* (page 7-2);
- Federal and state wage requirements (page 7-3);
- Appendix 7A: Submittals to MaineDOT (page 7-4); and
- Appendix 7B: Bid package checklist – *updated* (page 7-9).



7.1 Summary of PS&E Requirements

When a project reaches the final PS&E milestone, right-of-way and environmental work must be completed. If there is federal money, the U.S. Department of Transportation must have issued the appropriate document under the National Environmental Policy Act (NEPA) – in most cases what is known as a Categorical Exclusion (CE).

The certifications listed below must be submitted to MaineDOT with the PS&E package for a project. Templates are on the LPA Documents web page in the Letters to MaineDOT section: www.mainedot.gov/lpa/lpadocuments/

- ☐ Environmental certification modeled after Letter 12, found on page 7-5;
- ☐ Utility certification modeled after Letter 13, found on page 7-6; and
- ☐ Right-of-way certification modeled after Letter 14, found on page 7-7.
 - *A local agency prepares Letter 14 only if it carried out the right-of-way process. Otherwise, MaineDOT takes care of the right-of-way certification.*

Remember: A local agency cannot advertise for construction bids without written authorization. MaineDOT typically issues an authorization after the following steps are completed:

- ☐ MaineDOT has reviewed and signed off on the final PS&E package as complete; and
- ☐ The local agency administering the project has requested construction authorization from MaineDOT, using Letter 15 (found on page 7-8 of this chapter); and
- ☐ U.S. Department of Transportation has obligated construction funding (*federal projects*).

7.2 Checklist: Final Plans, Specifications & Estimate

*Below is a summary of the steps needed for a project to be ready to go out to bid. A list of standard items in a bid package is found in **Appendix 7B**, starting on page 7-9.*

- ☐ **Final design plans (contract plans) have the following, as applicable:**
 - ☐ Title sheet stamped by the engineer of record;
 - ☐ Plan views;
 - ☐ Profiles;
 - ☐ Cross-sections;
 - ☐ Typical sections; and
 - ☐ Documentation of approved design exceptions (if applicable).
- ☐ **Engineer's estimate finalized, as follows:**
 - ☐ Engineer's estimate uses MaineDOT item numbers;
 - ☐ Each bid item is shown on the plans; and
 - ☐ Estimate and Schedule of Items match.
- ☐ **Bid book contains the following standard items (www.maine.gov/lpa/lpadocuments):**
 - ☐ DBE Commitment Confirmation, with instruction sheet (**New, June 2024**);
 - ☐ Notice to Contractors;
 - ☐ Contract Agreement, Offer and Award (2 copies);
 - ☐ Schedule of Items, with MaineDOT item numbers;
 - ☐ Davis-Bacon wage determination - *federally funded projects*;
 - State wage rates – *state-only construction contracts* **≥\$50,000**;
 - ☐ Special provision 104 (Utilities), if the work will require coordination with utilities;
 - ☐ Special provision 104.3.8 (Electronic Payroll) - *federally funded projects*;
 - ☐ Special provision 105.11 (Build America, Buy America) - *federally funded projects*;
 - ☐ Special provisions 401 and 403 (Hot Mix Asphalt), if there is any paving work;
 - ☐ Form FHWA-1273 - *federally funded projects*;
 - ☐ Signed Title VI Assurances - *federally funded projects*; and
 - ☐ Environmental Summary Sheet from MaineDOT - *federally funded projects*.
- ☐ **PS&E package approved by MaineDOT project manager:**
 - ☐ Environmental certification (**Letter 12**);
 - ☐ Utility certification (**Letter 13**);
 - ☐ Right-of-Way certification (**Letter 14**);
 - *Local agencies must complete this certification if rights-of-way are acquired locally.*
 - ☐ Traffic Analysis and Movement Evaluation (TAME) certification from MaineDOT.
- ☐ **Construction authorization request sent to MaineDOT (**Letter 15**).**
- ☐ **Construction authorization received in writing from the MaineDOT project manager.**

Note: If you bid a project before getting approval, you risk losing the funding for the project.

7.3 Federal Davis-Bacon Wages

The Davis-Bacon Act, a 1930s-era labor law, requires construction workers on federally funded projects to be paid at least the prevailing regional wage rates established by the U.S. Department of Labor. If a project has no federal money, Davis-Bacon rates don't apply.

The contract book for a federally funded project must include a Davis-Bacon wage determination by county and type of work – highway, heavy or building. This General Decision lists worker classifications and wage rates that the prime contractor and all subcontractors must follow.

Note: The Federal Government typically updates wage rates in January. If a project is advertised for bid – and new Davis-Bacon rates are issued 10 days or more before the bid opening – the revised rates will apply.

Davis-Bacon wage rates are online: <https://sam.gov/content/wage-determinations>

7.4 State of Maine Wages

State law requires prevailing wage rates issued by the Maine Department of Labor (DOL) to be paid to construction workers on state-funded contracts of \$50,000 or more. Wage rates by county and type of work – building, highway/earthwork, and heavy/bridge – must be in the bid book for an eligible project in compliance with Title 26 MRSA, Chapter 15.

The law most commonly applies to state-funded projects delivered by cities and towns, such as those awarded through the Small Harbor Improvement Program (SHIP), the Heads Up! Pedestrian Safety Initiative, and the Municipal Partnership Initiative (MPI).

The DOL typically updates state wage rates in January. Project-specific rates are based on a contract's execution date; the applicable rates are those for the year in which a contract is signed. If new wage rates for a given year are delayed, a local agency must use the previous rates as a placeholder until the new rates are issued, at which point the agency must apply those rates.

Note: If a project has both state and federal funds, only the federal Davis-Bacon rates must be included in the contract book.

State wage rates are available from the Maine Department of Labor:
www.maine.gov/labor/labor_stats/publications/wagerateconst/prevailingwage/index.shtml

Questions about state wage-rate requirements should be directed as follows:

Richard W. Stephens, Prevailing Wage Examiner
Maine Department of Labor
Wage and Hour Division

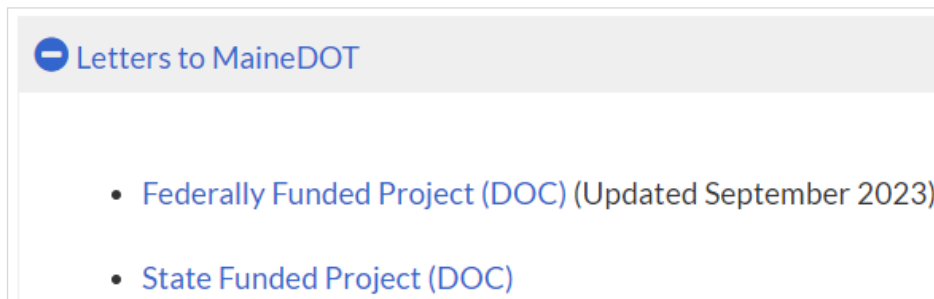
Phone: (207) 623-7906

Email: Richard.W.Stephens@maine.gov

Appendix 7A:

Submittals to MaineDOT

- ☐ Electronic templates are kept in the “Letters to MaineDOT” section of MaineDOT’s LPA Documents web page: www.mainedot.gov/lpa/lpadocuments/



Instructions: This must be submitted on letterhead to MaineDOT with the final PS&E package.

[DATE]

[NAME], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Environmental Certification
MaineDOT WIN [NUMBER]

Dear [NAME]:

If permits were required, use this paragraph:

The Municipality of [NAME] hereby certifies that it has obtained all environmental permits and approvals for the subject project, satisfying one of the pre-construction requirements in the executed project agreement with MaineDOT. Attached are copies of the permits, which are required for MaineDOT to complete the Environmental Summary Sheet for the contract package.

If NO permits were required, use this paragraph:

The Municipality of [NAME] hereby certifies that no environmental permits were needed for the subject project. This certification satisfies one of the pre-construction requirements in the executed project agreement with MaineDOT.

Sincerely,

[NAME], Municipal Project Administrator

Cc: MaineDOT Environmental Office

***NOTE:** Please attach approved permits, if applicable*

(Revised January 2020)

INSTRUCTIONS: This must be submitted on letterhead to MaineDOT with the final PS&E package.

[Date]

[NAME], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 Sate House Station
Augusta, ME 04333-0016

Subject: Utility Certification, Federal Project
MaineDOT WIN [NUMBER]

Dear [NAME]:

The Municipality of [NAME] hereby certifies that all utility and railroad work necessitated by the subject project has been identified and coordinated with the respective parties. All arrangements have been made for utility work to be undertaken and completed as required for proper coordination with the construction schedule, in accordance with Title 23 in the Code of Federal Regulations, Part 645, "Utilities," subparts A and B.

Based on 23 CFR 635.309(b), the Municipality further certifies either that all railroad work has been completed or that all arrangements have been made for such work to be undertaken and completed as required for proper coordination with the construction schedule, in accordance with 23 CFR 140 Subpart I and 23 CFR 646 Subpart B.

Listed below are utilities/railroads having facilities within the project limits:

Utility/Railroad

Impacted facilities? (yes/no)

All of the entities listed above were first informed of the project on [DATE], were involved as necessary throughout design, and received the latest plans on [DATE]. Furthermore, the above entities have been informed of the proposed advertising date: [DATE]. There are no direct payments anticipated to utilities/railroads as a part of this project.

The primary utility/railroad contacts involved in the coordination of this project are as follows:

Utility/Railroad

Contact Name

Telephone #

Sincerely,

[NAME], Municipal Project Administrator

INSTRUCTIONS: If a local agency acquired rights or otherwise carried out the right-of-way process, this letter must be signed by the agency's highest-ranking administrative officer and submitted to MaineDOT with the final PS&E package.

[Date]

[NAME], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Right-of-Way Certification, Federal Project
MaineDOT WIN [NUMBER]

Dear [NAME]:

If right-of-way was acquired, use this statement:

The Municipality of [NAME] hereby certifies that:

1. The Municipality has acquired all rights-of-way necessary for construction and maintenance of [DESCRIPTION AND LOCATION], and the Municipality has legal and physical possession of those rights;
2. The acquisition was performed in accordance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, "Uniform Real Property Acquisition Policy"; and
3. No acquisition required compliance with Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, "Uniform Relocation Assistance."

If NO right of way was required, delete the text above and use this statement:

The Municipality of [NAME] hereby certifies that no right-of-way acquisition was necessary for construction and maintenance of the subject project. All work will occur within the right-of-way, as documented in the final design plans stamped by the Engineer of Record.

All information about the right-of-way process can be made available upon request. If you need additional information, please let me know.

Sincerely,

Highest-ranking administrative officer

(Revised February 2020)

INSTRUCTIONS: This must be submitted on letterhead with the final PS&E package.

[Date]

[NAME], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Construction Authorization Request, Federal Project
MaineDOT WIN [NUMBER]

Dear [NAME]:

Attached for your review, comment and approval are the final plans, specifications and estimate (PS&E) for [insert project scope] in the Municipality of [NAME].

Also attached are the following certifications:

- Letter 12 (environment);
- Letter 13 (utilities); and
- Letter 14 (right of way, if applicable).

The Municipality hopes to advertise for construction services on [insert date], but we understand that we cannot put the project out to bid without MaineDOT's written approval.

We further acknowledge that construction authorization will be contingent upon:

1. The Municipality addressing to MaineDOT's satisfaction any final comments on the PS&E package; and
2. MaineDOT obtaining authorization for the construction stage of the project from the Federal Highway Administration.

Sincerely,

[NAME], Municipal Project Administrator

Enclosure: Draft PS&E package

Appendix 7B:

Bid Package Checklist

Revised, August 2024



FINAL PLANS & BID DOCUMENTS

***Note:** This checklist contains the standard items, most of which may be downloaded from the LPA Documents web page. Project-specific technical specifications must be prepared by the engineer of record or obtained from the MaineDOT project manager.*

Final Design Plans

1. Title page is signed and stamped by the Engineer of Record.
2. Schedule of items – with MaineDOT item numbers – matches the final estimate.
3. All pay items on the plans also are on the schedule of items and engineer's estimate.

Bid Documents

Standard inserts are found under "Bid Package Documents" on the following web page:
www.mainedot.gov/lpa/lpadocuments/

1. Bidding Instructions.
 - Current inserts, labeled either Federal or State, must be at the front of the bid book.
 - Must include DBE Commitment Confirmation form and instructions (June 2024).
2. Notice to Contractors, includes:
 - Bid opening date and time (*pay attention to holidays*).
 - Project WIN, description, location, and outline of work.
 - Basis of award.
 - Contractor prequalification requirements (if estimate is greater than \$600,000).
 - Disadvantaged Business Enterprise requirements (*federal funds*).
 - Bid bond amount (*5% of bid, typically*).
 - Reference to MaineDOT Standard Specifications, March 2020 Edition.
 - Cost of copies of bid documents and plan sets.
 - Contracts of less than \$125,000 require no performance or payment bonds.
3. Special Provision 102.7.3, Acknowledgement of Bid Amendments.
4. Schedule of Items, using MaineDOT item numbers.
5. Contract Agreement, Offer and Award form: two copies
 - Make sure the document cites the Standard Specifications, March 2020.
 - Review section A, The Work, for correct WIN, location and scope of work.
 - Review section B, Time, to be sure completion date matches Special Provision 107.
 - Check section F, Offer, for references to DBE requirements (*federal funds*).

6. Forms labeled “Sample” – one copy each:
 - Contract Performance Bond
 - Contract Payment Bond
7. Davis-Bacon prevailing wage rates (*federal funds*).
 - Go to SAM.Gov for latest rates: <https://sam.gov/content/wage-determinations>
8. State prevailing wage rates issued by the Maine Department of Labor.
 - maine.gov/labor/labor_stats/publications/wagerateconst/prevailingwage/index.shtml
 - *State rates apply to state-only construction contracts of \$50,000 or more.*
Note: If a project has both state and federal funds, only the federal rates apply.
9. Special Provision (SP) Section 101, Contract Interpretation.
10. SP Section 104, Utilities.
 - *Must be completed if a construction project requires coordination with utilities.*
11. SP Section 104.3.8, Electronic Payroll Submission (*federal funds*).
 - *Must be part of the bid documents for a project having Davis-Bacon wage rates.*
12. SP Section 105.11, Build America, Buy America (*federal funds*) – **NEW**.
13. SP Section 105, General Scope of Work: Limitations of Operations.
 - *Applies to limits on work hours and lane closures. Typically prepared by MaineDOT.*
14. SP Section 105, Over Limit Movement Permits (*if applicable, based on nature of work*)
15. SP Section 107, Prosecution and Progress: Scheduling of Work
 - *Ensure that completion date matches the date in Contract Agreement, Offer & Award.*
16. SP Section 401, Hot Mix Asphalt Pavement
17. SP Section 403, Hot Mix Asphalt Pavement
 - *Obtain from MaineDOT’s project manager, if there is paving work.*
18. SP Section 502, Structural Concrete (if there is concrete work)
 - *Should be prepared by the administering agency and sent to MaineDOT for review.*
19. SP Section 609, Structural Concrete: Concrete Slipform Curb (*if applicable*)
 - Available online: <https://www.mainedot.gov/lpa/lpadocuments/>
20. SP Section 634/643, Quality Control Checklist for highway lighting / traffic signals
 - Available online: <https://www.mainedot.gov/lpa/lpadocuments/>
21. SP Section 652, Maintenance of Traffic.
 - *Standard special provision for a project requiring traffic control.*

22. SP Section 656, Temporary Soil Erosion and Water Pollution Control.
 - *MaineDOT's Environmental Office will prepare this document, if necessary.*
 23. Supplemental Specifications: Corrections, Additions & Revisions.
 - Available online: <https://www.mainedot.gov/contractors/publications/>
 24. MaineDOT Standard Detail updates.
 - Available online: <https://www.mainedot.gov/contractors/publications/>
 25. Special Provision, Projects Funded by the Transportation Alternatives Program (TAP).
 - *Applies to bicycle/pedestrian projects with federal TAP funding.*
 26. Appendix A to Division 100: Section 1 – Bidding Provisions (*federally funded projects*).
 - *FHWA-1273 must be inserted into bid books for federal-aid projects.*
 27. Signed Title VI Assurances from local sponsor of project (*federally funded projects*).
 - *Must be signed by highest-ranking administrative officer for a local agency.*
 28. Environmental Summary Sheet
 - *The MaineDOT Environmental Office prepares this document on federal projects.*
-

Local Project Administration Manual & Resource Guide

Advertise & Award



MaineDOT

Integrity - Competence - Service

Chapter 8 - Updated March 2023

Advertise & Award

Construction contractors on locally administered projects must be hired through competitive bidding. Municipalities and other local agencies by law must use a low-bid process; they cannot favor bidders by region or negotiate with any bidder before awarding a contract.

When design, permitting and right-of-way work are finished, the local agency administering a project may advertise for construction bids after MaineDOT has signed off on the final plans, specifications and estimate package (PS&E) and issued written construction authorization.

Chapter 8 provides guidance on the requirements for advertising for competitive bids, opening and reviewing bids, and awarding a construction contract. It contains the following:

- A summary of the bid process (pages 8-1 to 8-5);
- A checklist (page 8-6);
- Bid award flowchart (page 8-7);
- Sample award request (page 8-8); and
- Sample Notice of Intent to Award (page 8-9).



Caution: If you advertise a project for construction without MaineDOT's written authorization, you will risk forfeiting MaineDOT's entire share of the funding for the project.

8.1 Bidding Guidance

Except for Force Account work (covered in Chapter 9), projects with federal and state funding require competitive bidding. Sections 102 and 103 of MaineDOT's *Standard Specifications* govern the process: www.mainedot.gov/contractors/publications/standardspec/

General procedures include the following:

- ☐ The local agency administering a project must issue a Notice to Contractors that has a project description, deadline for sealed bids, time and place of bid opening, bidding requirements, and the basis of award.
- ☐ Projects should be advertised on municipal websites and on MaineDOT's website.
- ☐ Newspaper advertisements also may be used, if required locally, but are not mandatory.
- ☐ The bidding period must be at least **3 weeks**, but it can be longer if an agency so chooses.
- ☐ The agency administering a project may hold a **pre-bid meeting** at its discretion to let contractors view a project and submit questions. It can be mandatory or optional.

- ☐ **Questions** must be submitted in writing to the contact person in the Notice to Contractors at least 48 hours before bid opening. The person answering should repeat the question and provide the same answer to all bidders through written amendments, posted online.
- ☐ During the bidding period, the MaineDOT project manager must sign off on any bid amendment that changes the approved plans or specifications.
- ☐ Changes to the date or the time of bid opening must be communicated to bidders by bid amendment and an announcement made before the original date and time.

8.2 Bidder Prequalification (Revised)

A bidder must demonstrate an ability to carry out a project successfully to be awarded a contract. Prequalification is recommended in order to ensure that a contractor can perform the work.

- ☐ If the estimated construction cost is **greater than \$600,000**, a local agency should use one of the following methods:
 - A bidder may be listed in an appropriate MaineDOT prequalification category; or
 - If a bidder is not already prequalified by MaineDOT, a local agency may perform a project-specific prequalification; or
 - If a local agency has a procurement ordinance that spells out contractor qualification requirements, the agency may follow that ordinance.
- ☐ When performing a project-specific prequalification, a local agency should consider a contractor's past performance, safety record and bonding capacity. MaineDOT may be able to provide past contractor evaluations to assist with this process.
- ☐ If the estimated construction cost is **less than \$600,000**, a bidder should demonstrate successful completion of projects of similar size and scope to be awarded a contract.

A local agency must verify that a bidder is not debarred, disqualifying the bidder from working on government contracts. Debarment status can be verified at the federal [SAM.Gov](https://www.sam.gov) website.

8.3 Bid Guaranty

Each bidder must provide a bid guaranty for **5 percent** of the bid amount, which must be stated in the Notice to Contractors. Failure to submit a bid guaranty causes the rejection of a bid.

A bid guaranty, payable to the agency administering a project, must be one of the following:

- Bid bond issued by an insurer licensed by the State of Maine;
- Cashier's check;
- Certified check;
- U.S. Postal Service money order.

A bid guaranty serves to ensure that the low bidder will honor its bid and enter into a contract. The amount of the guaranty is forfeited if a bidder refuses to enter into a contract.

8.4 Bid Opening

Sealed bids received in response to a Notice to Contractors are publicly opened and announced at the time and place specified in the notice or a subsequent bid amendment. Usually, only the bidder name, bidder location, and the total bid amount are read.

Unless a local agency intends to reject all bids, the agency must award a contract to the lowest responsive and responsible bidder for the bid amount, as set out below:

- ☐ A bid is considered responsive if it meets the requirements of the Notice to Contractors and project specifications.
- ☐ A bidding contractor is considered responsible if it has the financial and technical capacity to perform the work and satisfy the terms of the contract.

Negotiating price, after opening bids and before awarding a contract, is **prohibited**. Doing so will cause an agency to forfeit the federal and state money for a project. An agency may only negotiate with the successful bidder, if necessary, after formally awarding a contract.



If the agency overseeing a project deems the lowest responsive bid to be unacceptably high, after consulting with MaineDOT's project manager, the agency must reject **ALL** bids. The work may be re-advertised after the scope of work is adjusted, in cooperation with MaineDOT.

8.5 Bid Analysis

After bids are opened, either the local project administrator or a qualified designee, such as a consultant, must check them for errors and discrepancies. This analysis should cover the following:

- ☐ Checking the multiplication of unit price and quantity, as well as the total sum of items. In case of discrepancies, unit prices govern.
- ☐ Reviewing unit prices for mathematical or material unbalancing that casts doubt on a bidder's ability to perform the work for the bid price.
- Refer to the *Standard Specifications*, Section 103.1.2 (Unbalanced Bids).
- ☐ Checking numerical and written unit prices. If they differ, go by the *written* unit price.
- ☐ Reviewing the base bid and bid alternates to make sure the apparent low bidder meets the requirements set out in the bid documents.

If the bid analysis finds defects in a bid proposal, the reviewing agency may deem them either **curable** or **non-curable**, as set out in sections 8.6 and 8.7, on the next page.

- Refer to the *Standard Specifications*, Section 102.11 (Bid Responsiveness).

8.6 Non-curable Bid Defects

Defects are “non-curable” – meaning that a bidder cannot correct them – if they cast doubt either on the total bid amount or on a bidder’s ability to carry out the contract successfully, as set out in MaineDOT’s *Standard Specifications*, Section 102.11.1 (Non-curable Bid Defects).

A local agency must reject a bid containing any of the following **non-curable** defects:

- ☐ The bid and bid guaranty are not delivered to the precise location and by the precise time specified in the Notice to Contractors or an applicable bid amendment;
- ☐ The bid is not signed by a duly authorized representative of the bidder;
- ☐ The unit price and bid amount for any item are missing or illegible or (if applicable), a lump-sum price is missing or illegible;
- ☐ A bid guaranty specified in the bid documents is not submitted with the bid;
- ☐ The bid is not submitted on current forms provided by the local agency in charge of the project or on identical copies thereof;
- ☐ A bidder submits more than one bid for the same contract, with two different prices;
- ☐ A bidder and a related entity each submit a bid for the same contract;
- ☐ A bid has conditional or alternate language, such as the right to reject a contract award;
- ☐ A bidder is debarred or otherwise disqualified from bidding on government contracts;
- ☐ The agency advertising a project finds substantial evidence of collusion by a bidder;
- ☐ A bidder fails to comply with any provision stating that non-compliance will result in rejection of a bid.

8.7 Curable Bid Defects

Not all discrepancies will disqualify a bid proposal. A local agency may allow a bidder to correct **curable** defects within a certain amount of time, when:

- ☐ The total amount of the bid is missing from the Schedule of Items, but each item has a unit price or a bid amount;
- ☐ Prices or signatures on the bid or bid guaranty are not in ink;
- ☐ A bidder signs only one of the two Contract Agreement, Offer & Award forms;
- ☐ A bidder fails to acknowledge receipt and consideration of bid amendments;
- ☐ A defect doesn’t raise a significant question about the total bid amount or the bidder’s ability to complete the work.

8.8 Contract Award

Unless the bid documents specify otherwise, the local agency administering a project must deliver a Notice of Intent to Award to the apparent low bidder within **30 days** of the bid opening. If the award timeframe is not met, a bidder may withdraw its bid without penalty.

Before awarding a contract, a local agency must ensure that the apparent low bidder meets all conditions in the bid documents and MaineDOT's *Standard Specifications*. Examples include delivering bonds, providing insurance certificates, fulfilling prequalification requirements, and documenting that the prime contractor will perform at least **30 percent** of the contract value with its own forces.

➡ Refer to the *Standard Specifications*, Section 103 (Award and Contracting).

The local administrator must send the MaineDOT project manager a letter or email with the recommended bid award. The document should contain a bid tabulation with the engineer's estimate and all bids with unit prices. MaineDOT's approval is required before the contract may be awarded. (*Refer to the example language found in Letter 16, on page 8-8.*)

A contract generally must be executed within **14 days** after the low bidder has met the conditions of award. MaineDOT's project manager must receive copies of the award notice and contract.

8.9 Insurance Requirements

The successful bidder on a locally administered project must provide signed, valid and enforceable certificates of insurance as a condition of award. The contractor must procure all insurance from a company licensed or approved by the State of Maine to do business in Maine.

Unless MaineDOT's project manager specifies otherwise, the following minimum insurance requirements apply to the prime contractor and subcontractors on projects funded by MaineDOT:

- ☐ Workers' compensation;
- ☐ Commercial general liability of \$1 million per occurrence and \$2 million in aggregate;
- ☐ Automobile liability of \$1 million per occurrence.

➡ Refer to the *Standard Specifications*, Section 110 (Indemnification, Bonding and Insurance).

8.10 Rejection of Lowest Successful Bid

If the apparent low bidder fails to fulfill the award conditions, the award is forfeited. If this happens, the local agency administering a project has two options, which may be considered in consultation with MaineDOT's project manager:

- ☐ Award the contract to the responsible bidder with the next lowest responsive bid; or
- ☐ Reject all bids and re-advertise the project.

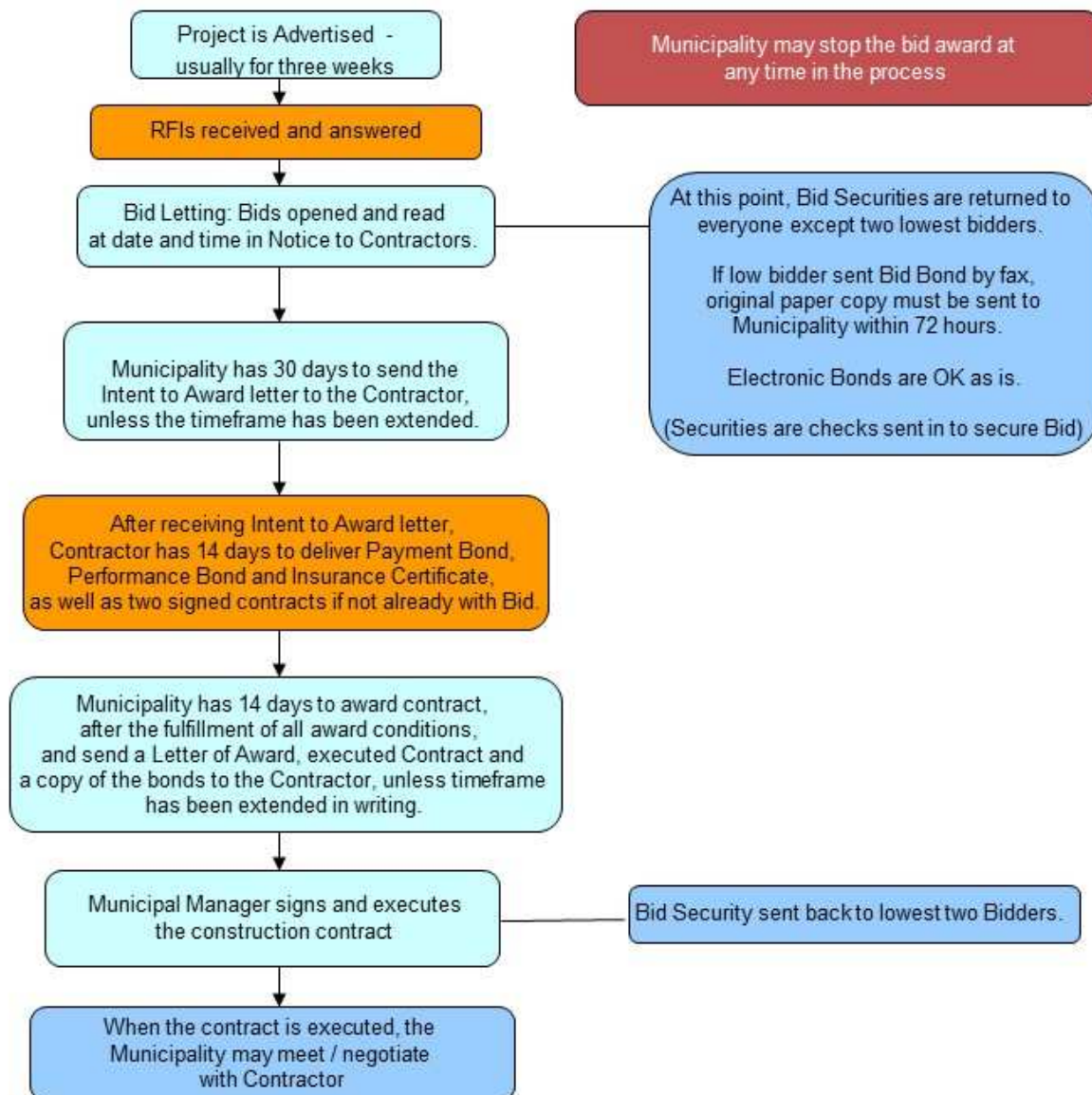
➡ Refer to the *Standard Specifications*, Section 103.6 (Failure to Fulfill Award Conditions).

8.11 Checklist: Advertise & Award

- ☐ **Receive authorization to advertise from MaineDOT project manager.**
- ☐ **Advertise the Notice to Contractors** (3-week minimum period).
 - Notice should be posted to municipal website and MaineDOT website.
 - A newspaper advertisement may be used, but this is not mandatory.
 - Date and location of the bid opening must be in the notice.
 - Basis of award must be clearly defined, so low bidder is apparent after bids are opened.
- ☐ **Determine contractor qualifications:**
 - For contracts of \$600,000 or more, the low bidder should be prequalified.
 - For contracts of less than \$600,000, low bidder must demonstrate successful completion of projects with a comparable size and scope.
- ☐ **Bidders must submit written questions using the Request for Information (RFI) form.**
 - The same answer must be distributed to all bidders in writing, with the question repeated.
- ☐ **Issue addendum, if documents are modified or if answering a Request for Information.**
 - If there is not enough time for bidders to make changes, delay the opening.
- ☐ **Open and publicly read aloud all bids at the designated time.**
 - Prepare bid tabulation sheet.
 - Check submitted bids for tabulation errors.
 - Determine the lowest responsive bid.
- ☐ **Review all bids for bid defects**
 - Go by MaineDOT's *Standard Specifications*, Section 102.11, "Bid Responsiveness."
- ☐ **Determine the apparent successful bidder.**
 - Return bid securities to everyone except the two lowest bidders.
 - Notify the second bidder that securities will be held until contract execution.
- ☐ **Send award recommendation to MaineDOT project manager (Letter 16).**
 - Tabulation of bids;
 - Engineer's estimate; and
 - Completed Contractor DBE Utilization Form (federally funded projects).
- ☐ **Receive MaineDOT approval in writing of recommended award.**
- ☐ **Send Notice of Intent to Award** to apparent successful bidder.
 - Bidder must provide certificates of Workers Compensation, liability and auto insurance.
 - If contract is \geq \$125,000, bidder has 14 days to deliver performance and payment bonds.
 - Refer to MaineDOT's *Standard Specifications*, Section 110 (Indemnification, Insurance and Bonding).
- ☐ **Sign contract.**
 - Notify all unsuccessful bidders of such.
- ☐ **Send copy of signed contract to MaineDOT project manager.**
 - Return bid securities to first and second bidders.

Bid Award Process

Section 103, MaineDOT Standard Specifications



Note: An electronic version is found under the category of “Construction Award Documents” on the MaineDOT Local Project Administration website: www.maine.gov/mdot/lpa/lpadocuments/

[DATE]

[NAME], Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Request to Award Construction Contract, Federal Project
MaineDOT WIN:

Dear [NAME]:

Attached for your review are the bid tabulations, engineer’s estimate and completed Contractor DBE Utilization Form for [SCOPE, LOCATION] in the Municipality of [NAME]. [CONTRACTOR NAME] is the apparent successful bidder. We request authorization to award the project to that contractor.

In making this request, we acknowledge that we cannot send out the Notice of Intent to Award without written authorization from MaineDOT.

If you need additional information, please let me know.

Sincerely,

[NAME], Municipal Project Administrator

Enclosures:

1. Bid tabulations
2. Cost estimate

Note: An electronic version is found under the category of “Construction Award Documents” on the MaineDOT Local Project Administration website: www.maine.gov/mdot/lpa/lpadocuments/

[DATE]

[Firm name]

[Firm address]

Subject: NOTICE OF INTENT TO AWARD

Project: [Insert project location]

WIN: [Insert WIN]

Description: [Insert description]

Your company is the apparent successful bidder for the subject project. Upon receipt of your properly executed certificate of insurance, payment bond [use if contract >\$125,000], performance bond [use if contract >\$125,000], two signed Contract, Agreement, Offer, & Award Forms, a copy of this letter and projected payment schedule, we will sign the agreement, and you will have a written contract.

We will sign both originals provided with your submission and send one original agreement to you via certified mail. We will be in contact with you concerning a notice to proceed with the work.

Contract Amount: _____

If you have any questions on contract procedures, please feel free to contact me at [phone].

If federal money, include this statement:

Note that the prime contractor and subcontractors on Federal contracts must have accounts set up with Elation Systems for payroll processing. If you do not have an account, please register for one, at your earliest convenience, using the information in Special Provision, Section 104.

Sincerely,

MUNICIPALITY OF [INSERT NAME]

By _____
[Name, Title]
Municipal Project Administrator

Local Project Administration Manual & Resource Guide

Force Account Work



MaineDOT

Integrity - Competence - Service

Chapter 9 - Updated in 2017

Force Account Work

Most of the time, construction work on federally funded projects is done by contractors hired through competitive bidding. Occasionally, however, a larger municipality or other agency may consider it advantageous to build a project with its own personnel using a “force account” process. If so, the municipality or agency managing a project must justify why using force-account labor would serve the public interest. A written request, which should be submitted to the MaineDOT project manager for a particular project, must include:

- A description of the nature of the work;
- A detailed description of how the work is to be done;
- A cost breakdown for materials, equipment, labor and overhead;
- An explanation of why doing the work by force account would be more cost-effective than competitive bidding.



MaineDOT typically reviews force-account requests in consultation with the Federal Highway Administration. Generally, a municipality or other local agency must demonstrate that its personnel can perform the work to the standard to which a private contractor would be held. The agency also must show, among other things, that:

- Its employees can perform the work in the range of **15 percent less** than the official cost estimate for competitive bidding – based on estimated quantities and prices for materials, labor and equipment;
- Agency personnel have successfully completed other projects of similar size and scope;
- The agency has the personnel and equipment to do the work to the same standard of quality that is required for a competitively bid contract;
- The agency can meet labor-compliance requirements and other federal mandates in Form FHWA-1273, “Required Contract Provisions for Federal-aid Construction Projects”; and
- Authorizing an agency to perform work by force account will not hinder MaineDOT’s ability to achieve its overall Disadvantaged Business Enterprise (DBE) performance goal.

State Projects

Requests to use “in-kind” work on projects with no federal money must have the approval of the manager of MaineDOT’s Multimodal Program. In making a request, a city, town or other agency must explain why it wants to forego competitive bidding and must document the following:

- Estimated number of hours of work, with labor rates; and
- Estimated quantities and prices for materials to be used on a project.

Federal Guidance – Force Account Labor

“Force Account” refers to the direct performance of highway and highway-related construction work by a public agency (State, local, or Tribal), a railroad, or a public utility company by use of labor, equipment, materials, and supplies furnished by the agency and used under its direct control [23 CFR part 635.203(c)].

In general, federal-aid highway construction projects must be awarded based on the lowest responsive, responsible bidder [23 U.S.C. 112] unless the state transportation agency can demonstrate to the satisfaction of the Federal Highway Administration (FHWA) that some other method is more cost-effective or that an emergency exists. In this case, “cost effective” is defined as the efficient use of labor, equipment, materials and supplies to assure the lowest overall cost [23 CFR part 635.203(e)].

In accordance with the stewardship/oversight agreement between MaineDOT and the Maine Division of the FHWA, MaineDOT has established a self-certifying process to meet the requirements for a finding of cost effectiveness as described in 23 CFR part 635.204(c). Construction work proposed by a public agency on a federal-aid project meeting these requirements is considered to be cost effective.

The purpose of this document is to provide an overview for using the **Force Account Construction Method – Finding in the Public Interest Form (hereafter “the Form.”)** The MaineDOT Project Manager is responsible for preparing and submitting the form and attaching all required supporting documentation. The corresponding MaineDOT Program Manager (or in MaineDOT M&O Regions, the Region Manager) must provide review/approval sign-off. All Force Account requests shall be maintained at a central secure repository site, available for review, including by FHWA.

When the force account construction method is used, it must be justified by a cost effectiveness determination that shows a significant savings over estimated contract prices. The requestor shall document this savings by providing Force Account costs on the attached ‘**Force Account Estimate Worksheet**’ that must be submitted with the Form. This should be compared with the detailed cost estimate of work by the competitive bid method of construction. The estimates for both shall be all inclusive so a fair and equal comparison can be made.

The public agency estimate for the force account construction method must include all costs associated with the work and not just the work that will be billed to the project. These costs include non-reimbursable costs that are inherent to the work including labor, overhead, equipment, materials, and supplies. MaineDOT will provide a standard overhead figure to be used with these estimates – it currently is 110%. *Municipalities and other local public agencies either shall provide their audited overhead reports or use the standard overhead figure of **110% of labor costs**.*

- If the public agency has no set rates for its equipment, it may use current Blue Book rates.
- The public agency obtains all required clearances and permits as applicable.

- Project activity should only proceed when:
 - a. All documentation justifying the force account construction method is complete.
 - b. Plans are complete and approved by the project manager.
 - c. Obligation authority and funding are cleared by the project manager.
- Project expenditures should follow established MaineDOT guidelines

The Force Account method of construction may be used in the following circumstances: A) Emergency Repair Work; B) Railroad or Utility Work; C) When there is Lack of Bids or Unreasonable Bids; or D) Work by a Public Agency. The eligibility and documentation requirements for the latter types of projects are indicated in the YES sections of Part D of the attached form.

A) Emergency Repair Work

Necessary to protect public health and safety, or a major element or segment of a highway or roadway has failed, and competitive bidding is impossible or impractical. Competitive bidding may be precluded because immediate action is necessary to minimize the extent of the damage, to protect remaining facilities, or to restore essential travel as provided in 23CFR 635.204(b).

B) Railroad or Utility Work

The inherent nature of the operation makes it cost effective to perform minor adjustments of railroad and utility facilities (as determined by the railroad or utility) by the force account construction method, while the majority of work is performed by competitive bid. See 23CFR 635.205(b).

C) Lack of Bids/Unreasonable bids or Work by a Public Agency

1. It can be demonstrated that it is cost-effective to do the work by the Force Account method and the scope of work is within the approved Force Account criteria, or that there is a lack of bids or the bids received are unreasonable. The Force Account value must be in the range of 15% less than estimated competitive bid method of construction. *If the cost savings is less than 10%, concurrence must be obtained from the appropriate MaineDOT Bureau Director and the FHWA.*
2. It is cost-effective to perform work that is incidental to the main purpose of the project by the Force Account construction method. The majority of work is still accomplished by competitive bidding.
3. Appropriate documentation shall be provided to substantiate the reason for work done by MaineDOT or municipal forces.
4. Force Account activity shall not be considered for routine maintenance work.

MAINE DEPARTMENT OF TRANSPORTATION FORCE ACCOUNT METHOD – FINDING IN THE PUBLIC INTEREST	WIN : Cost:			
Today's Date:	Planned Project Begin			
Location:				
The term “force account construction method” refers to construction work a public agency performs on federally funded projects using its own forces. Specifically, it means the direct performance of highway construction work by the Department, local entity, county, railroad, public utility company, or other agency by use of labor, equipment, materials, and supplies furnished by the agency and used under its contract terms (23 CFR part 635.203(c)).				
Scope of Work:				
I <input type="checkbox"/> do / <input type="checkbox"/> do not recommend that _____ be allowed to construct the work by the force account construction method. The work <input type="checkbox"/> does / <input type="checkbox"/> does not meet one of the following conditions justifying performance of the work by the force account construction method.				
Check type of work below that applies (one only):				
<input type="checkbox"/> A. Emergency Repair Work	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Y</td> <td style="width: 33%; text-align: center;">N</td> <td style="width: 34%; text-align: center;">Documentation</td> </tr> </table>	Y	N	Documentation
Y	N	Documentation		
1. Work meets definition in 23 CFR 668.103	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 34%;"></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			
2. Materials meet requirements or waiver issued	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 34%;"></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			
3. Attach backup documentation	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 34%;"></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> B. Railroad or Utility Work				
1. Work Scope meets Definition of “Adjustment” per Subpart B	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 34%;"></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			
2. Organization is qualified to perform work	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 34%;"></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> C. Lack of Bids or Unreasonable Bids				
1. Is there lack of bids or unreasonable bids?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 34%;"></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			
2. Is Force Account method more cost effective than bidding, as defined in 23 CFR 635.203(e)?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%; text-align: center;"><input type="checkbox"/></td> <td style="width: 34%;"></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> D. Work by Public Agency (Municipal Forces)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Y</td> <td style="width: 33%; text-align: center;">N</td> <td style="width: 34%; text-align: center;">Documentation</td> </tr> </table>	Y	N	Documentation
Y	N	Documentation		

1. Does scope meet definition of “construction” (23 USC, 101)?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the project located within the highway right of way?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does agency have cost estimates for materials, labor and equipment, including overhead rates and indirect costs?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does agency have experience, resources and ability to perform the work to same quality as private contractor?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Does agency have ability to comply with appropriate design, construction, and materials quality standards?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Does agency own (or currently lease) most equipment needed to perform the work?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Were Force Account and competitive bid cost estimates based on the same project completion timeline?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Has it been determined that proposed work cannot be competitively bid with other Federal-aid projects?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Has it been determined that no materials will be purchased sole-source in excess of \$5,000?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are there assurances that force-account work will not hinder the State’s ability to meet its DBE utilization goal?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are there assurances that the organization will comply with FHWA-1273?	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> E. Additional Project Information			
1. Public Agency paying part of cost?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Agreement provided if work done by other(non-state forces)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is any portion of work being subcontracted?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Will agency perform all labor besides specialty work? (paving)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is more than 50% of the work sub-contracted?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is this a full FHWA oversight project?	<input type="checkbox"/>	<input type="checkbox"/>	
I hereby certify that _____ provided all the necessary documentation relating to Items A through E above in support of the request to administer and/or perform the work on the above referenced project by the force account construction method.			
<p>NOTE: Documentation that shall further support Items A through E should be retained as part of the project files.</p> <p>Approvals:</p> <p>MaineDOT Program Manager:</p> <p>FHWA Division Administrator:</p>			

Local Project Administration Manual & Resource Guide

Civil Rights & Equal Opportunity



MaineDOT

Integrity - Competence - Service

Chapter 10 - Updated March 2024

Civil Rights & Equal Opportunity

Municipalities and other local public agencies managing federal-aid transportation projects must comply with a variety of federal laws and regulations to prevent and eliminate discrimination.

Chapter 10 provides an overview of Title VI of the Civil Rights Act of 1964 and several other non-discrimination and equal-opportunity requirements that local public agencies are likely to encounter as they develop their federal-aid projects.

The topics listed below will be covered:

- Title VI of the Civil Rights Act of 1964 – *updated* (page 10-1);
- Limited English Proficiency (page 10-3);
- Disadvantaged Business Enterprises – *updated* (page 10-4);
- Equal Employment Opportunity (page 10-5); and
- Appendix 10A: Title VI Compliance Assessment Tool (page 10-6).



***Note:** Americans with Disabilities Act (ADA) guidance previously found in this section has been moved to **Chapter 3** (Project Design).*

➔ Additional guidance is found on the website for the MaineDOT Civil Rights Office:
<https://www.mainedot.gov/civilrights/>

10.1 Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 initially prohibited discrimination based on race, color or national origin in any program or activity receiving federal funding. Subsequent amendments broadened Title VI to include federal legal protections based on gender, age and disability.

Local public agencies receiving funding from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA) must have policies and procedures in place that address Title VI requirements.

Organizations comply with Title VI in transportation programs primarily by:

- ☐ Avoiding, minimizing or mitigating disproportionately high health and environmental impacts to minority and low-income populations; and
- ☐ Ensuring the full and fair participation in the transportation decision-making process by all potentially affected groups, including those with limited English proficiency.

❑ 10.1.1 Title VI Implementation Plan

Each local public agency undertaking federal-aid transportation project must have in place a designated Title VI Coordinator and a formal Title VI Implementation Plan. The Title VI Plan is intended to convey how a local public agency carries out its responsibilities under Title VI.

A Title VI Plan should have 11 essential elements:

1. Signed policy statement describing an agency's commitment to non-discrimination;
2. Title VI Assurances signed by an agency's chief administrative officer;
3. Organizational structure and staffing, including the designated Title VI Coordinator;
4. Program area review, including procedures for conducting internal reviews;
5. Process for collecting, analyzing and reporting Title VI data;
6. Title VI training procedures for staff members;
7. Procedures for handling Title VI complaints alleging discrimination;
8. Community outreach and public education procedures around Title VI;
9. Procedures for assisting populations with Limited English proficiency (see section 10.2);
10. Review of directives to determine how they may affect VI program areas; and
11. Compliance and enforcement procedures.

Cities, towns and other local public agencies that have not previously prepared a Title VI Plan should consider working with a regional planning agency or a consultant to prepare a Title VI Plan. MaineDOT also may be able to provide technical assistance.

❑ 10.1.2 Title VI Assurances

Additionally, the highest ranking administrative officer must sign standard Title VI Assurances, which must be submitted to MaineDOT annually. The assurances state that an agency will:

- Include in all solicitations for bids the statement that bidders will receive fair opportunity;
- Provide evidence that it is complying with the requirements; and
- Insert into every solicitation the non-discrimination language below.

“**[Agency Name]** in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Proposers that it will affirmatively assure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

❑ For templates and other guidance: Visit the “Civil Rights Program Documents” section of the LPA website: <https://www.maine.gov/mdot/lpa/lpadocuments/>

❏ 10.1.3 Title VI Reviews

Each year, MaineDOT's Civil Rights Office selects a few local public agencies for Title VI reviews using the Title VI Compliance Assessment Tool found in **Appendix 10A**.

MaineDOT selects local public agencies for such reviews based one or more of the following:

- An agency receives a large amount of federal funding, relative to other such agencies;
- An agency is new to the federal-aid process and requires Title VI training.
- MaineDOT has identified or learned about Title VI issues or concerns;
- An agency has submitted problematic responses or incomplete Title VI documentation.

MaineDOT civil rights staff use a standard checklist to ensure that all documents are submitted and that a local public agency's responses are given proper consideration. As part of a review, MaineDOT will look at an agency's public participation activities, including its notification and outreach procedures. MaineDOT will examine if and how any diverse populations were identified and how these populations were notified.

Based on the information gathered, MaineDOT will prepare a Report of Findings documenting any deficiencies. Even if there are no findings, the report may provide recommendations for strengthening an agency's Title VI program.

➡ Additional Title VI guidance is online: <https://www.mainedot.gov/civilrights/title-vi/>

10.2 Limited English Proficiency

Organizations administering federally funded projects must take reasonable steps to ensure that people with limited English proficiency (LEP) have meaningful access to the programs, services and information those organizations provide.

People with a primary language other than English and with limited ability to read, speak, write or understand English can be considered LEP. In some areas, local public agencies may need to provide materials in other languages or arrange for translation services at meetings to assist LEP individuals.



LEP requirements originate from Presidential Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," which contained two major initiatives:

- The first initiative is designed to improve enforcement and implementation of Title VI, which prohibits discrimination based on national origin by, among other things, failing to provide meaningful access to LEP individuals.
- The second initiative requires agencies receiving federal funds – including MaineDOT and local public agencies – to provide materials in other languages or to translate at meetings when LEP individuals are present.

Local public agencies must provide meeting announcements and outreach materials in languages understood by affected LEP populations, if necessary. If so requested, an agency must provide spoken and sign-language interpreters, as well as alternately formatted materials, at no cost.

An analysis performed by MaineDOT in 2020 identified five primary populations in Maine of LEP persons, as follows:

French. There are approximately 7,100 French-speaking LEP persons in Maine, with the highest numbers in Portland, Lewiston/Auburn and the St. John Valley (northern Maine).

Spanish or Spanish Creole. There are an estimated 2,500 Spanish or Spanish Creole LEP persons in Maine, primarily in Cumberland, York and Washington counties – and with a substantial number in Portland.

Chinese. There are approximately 1,500 Chinese-speaking LEP persons in Maine, with the largest numbers in Cumberland, Penobscot and Kennebec counties.

Arabic. There are an estimated 1,200 Arabic LEP persons in Maine, primarily in Cumberland and York counties.

African Languages. There are approximately 1,200 LEP persons in Maine under the classification “Amharic, Somali or other Afro-Asiatic languages.” The re-settlement communities of Lewiston/Auburn and greater Portland have substantial numbers of Somali people who speak African languages, with other African language speakers dispersed throughout Maine.

10.3 Disadvantaged Business Enterprises (DBE)

Disadvantaged Business Enterprises (DBE) is a federal program to assist women and minority small-business owners promote their services in the contracting field. MaineDOT sets an overall goal for DBE participation to be achieved through race/gender neutral means, as follows:

- The annual goal for FHWA funded projects – through Aug. 31, 2027 – is **1.43 percent**.
- The annual goal for FTA funded projects – through Sept. 30, 2025 – is **1.02 percent**.

MaineDOT encourages local public agencies, consultants and contractors on federally funded projects to give certified DBE companies equal opportunity. Although Maine typically doesn’t mandate DBE participation on individual projects, MaineDOT has the option to implement project-specific goals if it becomes apparent that Maine’s overall DBE target won’t be met.

❑ 10.3.1: DBE Use on Federal-aid Contracts

If a federal-aid project requires consultant services, the request for proposals (RFP) must state that DBE companies are encouraged to submit proposals. The RFP also must require non-DBE consultants to ensure that DBEs will have an opportunity to participate in any contract.

On federal-aid construction projects, the bid documents must list Maine’s DBE goal, based on funding source, and include a statement that non-DBE contractors are encouraged to seek certified DBE companies as subcontractors.

As of June 2024, every prime contractor bidding on a federal-aid project must complete a NEW form, known as a DBE **Commitment Confirmation**. The form must be submitted with the construction bid and include information about the prime contractor and every subcontractor. The form and instructions are found on the Civil Rights Office website, referenced below.

➞ Forms and guidance are available online: <https://www.mainedot.gov/civilrights/dbe/>

10.4 Equal Employment Opportunity (EEO)

Equal Employment Opportunity (EEO) works to ensure that sub-recipients of federal funds, contractors and sub-contractors comply with federal laws and regulations that prohibit government contractors from discriminating in employment. EEO also requires that the recipients of federal funds and their contracted agents understand their contractual obligations and undertake affirmative action to ensure equal employment opportunity in their workforces.

Local public agencies are required to include EEO provisions in their federal-aid construction and consultant contracts. These provisions are contained in Form FHWA-1273, “Required Contract Provisions for Federal-aid Construction Contracts,” which must be incorporated into the contract book for a federal-aid project. Refer to Chapter 7, “Final PS&E Package.”

Form FHWA-1273 can be found at the link below under the label **Bid Package Documents**:
www.mainedot.gov/lpa/lpadocuments/

Appendix 10A: Title VI Compliance Assessment Tool

Title VI

“ No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. ”

- ➡ MaineDOT's Civil Rights Office offers Title VI guidance:
<https://www.mainedot.gov/civilrights/title-vi/>

TITLE VI COMPLIANCE ASSESSMENT TOOL

Title 23 in the Code of Federal Regulations (CFR) Part 200.9 (b)(7) requires the Maine Department of Transportation (MaineDOT) to conduct periodic reviews of municipalities, planning agencies and other sub-recipients of federal-aid funds to ensure that they are complying with Title VI of the Civil Rights Act of 1964. Title VI states that, "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

MaineDOT has developed this assessment as a means of determining sub-recipient compliance, helping sub-recipients understand their Title VI responsibilities, and assisting MaineDOT in planning future training and technical assistance opportunities.

This assessment is part of MaineDOT's Title VI review process and is designed to take only a few minutes. Please fax (207-624-3021) or mail (16 State House Station, Augusta, ME 04333-0016) the completed questionnaire with attachments to the Director of the MaineDOT Civil Rights Office.

Questions or concerns may be emailed to <https://www.mainedot.gov/civilrights/contact/>, or you may reach the Civil Rights Office by phone at (207) 624-3066.

Baseline Questionnaire

1. Name of your Agency: _____
2. Number of full-time and part-time employees: F/T _____ P/T _____
3. Has your agency provided written Title VI Assurances to MaineDOT? If not, please attach a copy. _____
4. Does your agency physically include the Civil Right Special Provisions (FHWA-Form 1273) in all contracts and ensure that they are included in all sub-contracts, including third-tier contracts? _____

5. Who is the Title VI contract person for your agency? _____.
Does this person accept complaints from the public? _____ If not, who does? _____
Please include title, email and telephone number for each person listed. _____

6. In the past three years, has your agency been named in a discrimination complaint or lawsuit? _____. If so, when and what was the nature of the complaint or lawsuit and the outcome. _____
- _____
- _____
7. Does your agency have a written discrimination complaint process? If so, please attach a copy. _____
8. Has your agency made the public aware of the right to file a complaint? _____ If so, by what mechanism _____
- _____. Attach a copy.
9. Does your agency provide free translation services for persons with Limited English Proficiency (LEP)? _____. Please explain _____
- _____
- _____
- _____
10. In the past twelve (12) months, what has your agency done to receive and consider input from all citizen groups, especially minority, low income, disabled and transit-dependent? Please describe, if applicable. _____
- _____
- _____
- _____
11. Does your agency have a method to collect racial and ethnic data on citizens impacted by your projects? _____. If so, please describe. _____
- _____
- _____
- _____

12. Does your agency include the required Disadvantaged Business Enterprise (DBE) assurance language at 49 CFR 26.13(a)-(b) verbatim in all financial agreements, contracts and sub-contracts? (Please see DBE assurance language below.) _____

§26.13 What assurances must recipients and contractors make?

- (a) Each financial assistance agreement you sign with DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE program, as required, by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S. C. 3801 et seq.).

- (b) Each contract you sign with a contractor (and each sub-contract the prime contractor signs with a sub-contractor) must include the following assurance:

The contractor, sub-recipient or sub-contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

13. Does your agency monitor DBEs on construction projects to ensure they are performing a commercially useful function (CUF)? _____. If so, where is this documented? _____
If a DBE is not performing a CUF, what actions for steps have you taken? _____

Who do you notify? _____

14. Do you have any questions regarding this assessment or Title VI? _____
Please include them here along with your email address and/or phone number and
a MaineDOT representative will respond. _____

15. Would your agency like Title VI training or other Civil Rights technical assistance
from MaineDOT? _____. If yes, please explain. _____

Does your agency have teleconferencing ability? _____

16. Please provide the name, title and contact information of the person who
completed this baseline assessment. _____

17. Provide an annual report on Title VI accomplishments for the previous year and
goals for the next year. _____

Local Project Administration Manual & Resource Guide

Construction Administration



MaineDOT

Integrity - Competence - Service

Chapter 11 - Updated December 2024

Construction Administration

Construction typically follows a contract award to the successful bidder. Once the job begins, the agency administering a project must document and inspect the work. Most of the time, this is a full-time responsibility.

This Chapter 11 provides guidance on the topics listed below:

- Oversight Responsibilities (page 11-1);
- Preconstruction Meeting (page 11-2);
- Contractor Payrolls (page 11-3);
- Contract Modifications (page 11-4);
- Construction Documents (page 11-5);
- Materials Testing (page 11-7);
- Buy America (page 11-8);
- Commercial Useful Function (page 11-10);
- Bulletin Board / Retainage (*new section*) / Final Inspection (page 11-11);
- Final Contractor Payment / Closeout with MaineDOT / As-Built Plans (page 11-12);
- Appendix 11A: Administrative Checklist (page 11-13);
- Appendix 11B: Letters to MaineDOT – Construction (page 11-16); and
- Appendix 11C: Sample Field Report Entries (page 11-23).



11.1 Oversight Responsibilities

During construction, a local public agency must assign an appropriately qualified staff member or a consultant with pre-qualification status from MaineDOT to document and inspect the work. This person – known as the resident inspector – enforces the plans and specifications, logs the daily construction activities, checks contractor payrolls for wage-rate compliance, and verifies quantities of materials for payment. Additionally:

- If a project involves paving or concrete work, a local agency must arrange for a paving inspector and concrete technician, with required certifications, to be on site for that work.
- A resident inspector must have taken Documentation Training within the previous year before starting on a MaineDOT-funded project. If the training isn't offered, LPA Training or Construction Training may be substituted. Contact: www.maine.gov/mdot/lpa/contact/.
- If the resident inspector will be a consultant, a local public agency must go by the hiring procedures in Chapter 2 (Hiring Consultants) and seek proposals from firms pre-qualified under MaineDOT service number 601.00: www.mainedot.gov/cpo/prequal/.
- The project manager and construction manager from MaineDOT's Multimodal Program must be notified of the selection of a resident inspector before a contract is signed.

The resident inspector – or a different, approved inspector – must be present for all work on major pay items such as excavation, drainage installation, paving, and concrete placement. This work typically will be **full time** to be sure the following tasks are performed:

- ☐ Inspecting the work, documenting quantities, and checking lines and grades.
- ☐ Reviewing certified contractor payrolls, as covered in section 11.3 (Contractor Payrolls).
- ☐ Coordinating contract modifications. MaineDOT must concur with modifications before they are signed, as covered in section 11.4 (Contract Modifications).
- ☐ Keeping a detailed daily log and other field records, as covered in section 11.5 (Construction Documents).
- ☐ Arranging for testing of aggregates, pavement and concrete – and rejecting failing materials.
- ☐ Monitoring the contractor's traffic control plan to ensure safe work-zone travel for motorists and **pedestrians**.
- ☐ Checking compliance with environmental commitments and permit requirements.
- ☐ Approving contractor payments for satisfactory work, after verifying quantities.



11.2 Preconstruction Meeting

The primary event before work begins is a preconstruction meeting, involving at a minimum the contractor, local project administrator, resident inspector, utility representatives, and MaineDOT Multimodal construction manager. A sample agenda is attached to Letter 17 (page 11-17).

- ➡ Refer to the MaineDOT Standard Specifications, 104.4.2 (Preconstruction Meeting).

The preconstruction meeting should be held at least one week before the scheduled start of work. It should cover the requirements for the prime contractor, go over the schedule, and establish the frequency of progress meetings. Before the meeting, the prime **contractor** must submit a schedule in critical path method, a traffic control plan, an emergency contacts list, and a soil erosion and water pollution control plan.

The **local project administrator** should prepare an agenda and invite participants. Afterward, minutes should be distributed to participants and other parties, including emergency response agencies if there will be lane closures or detours. Additionally:

- ➡ If the work requires multiple or complicated utility relocations, a separate **pre-utility meeting** may be held. Refer to the Standard Specifications, 104.4.6 (Utility Coordination).
- ➡ A **pre-paving meeting** must take place before paving starts. It should involve the local project administrator, paving contractor, resident inspector, MaineDOT Multimodal construction manager, and other appropriate personnel. It may take up to two weeks to schedule such a meeting. Refer to the Standard Specifications, 401.18 (Prepave Meeting).

11.3 Contractor Payrolls

❑ 11.3.1: Elation System

The prime contractor and subcontractors on federal projects must submit payrolls electronically in the online Elation system to verify Davis-Bacon wage compliance. Upon awarding a contract, the local public agency managing a project should email the information below to MaineDOT's Contracts Section, which will set up a project in the system:

- Work Identification Number (WIN);
- Name and email of the resident inspector;
- Name and address of the prime contractor;
- Amount of the contract award;
- Dates of advertise, bid opening and award;
- Construction start date;
- Contract completion date stipulated in the contract;
- Subcontractor information, with the service provided and subcontract amount;
- County in which the work will take place;
- Wage Rate General Decision and modification numbers, such as ME100011-Mod-0.

MaineDOT Contact:
Angela Latno: 207-624-3519
angela.latno@maine.gov

An Elation user manual is online: www.mainedot.gov/contractors/publications/

❑ 11.3.2: Payroll Verification

The resident inspector must make sure that contractors on federal-aid projects comply with the Davis-Bacon wage decision. Typical responsibilities consist of the following:

- Checking contractor payrolls for completeness, accuracy, and compliance issues; and
- Ensuring that the duties performed and hours put in by workers covered by Davis-Bacon are consistent with what contractors are reporting in the Elation system.

After the contract award, the resident inspector must check for missing classifications and rates. If the federal wage decision is incomplete, the **prime contractor** must request missing classifications and rates through the Elation system.

Requests must be coordinated with MaineDOT's Civil Rights Office, which may be reached by phone at 207-624-3066 or online at www.mainedot.gov/civilrights/contact/.

❑ 11.3.3: Payroll Interviews

Every 90 days, the resident inspector must interview **two covered workers** from the prime contractor and all subcontractors that were on site at least five days during a 90-day period. Interviews should be voluntary and confidential. Standard Form 1445 (Labor Standards Interview) is available in the Elation payroll system.

The resident inspector will compare information from the interviews against a contractor's certified payroll report for a given period. The resident must address any discrepancies.

❑ 11.3.4: State Payrolls

Contractors on state-only projects – such as through the Small Harbor Improvement Program, the Heads Up pedestrian safety program and the Municipal Partnership Initiative – should submit certified payrolls verifying that they are paying at least the Maine Department of Labor’s prevailing wage rates. Each submittal should include a “Statement of Compliance” that the payrolls are correct and complete.

- ➡ The Certified Payroll Form from the Maine Department of Labor should be used:
www.maine.gov/labor/labor_stats/publications/wagerateconst/index.shtml

11.4 Contract Modifications

Occasionally, the local public agency managing a project and its contractor will need to change the terms of the construction contract, which requires a contract modification.

A contract modification (change order) must be prepared by the resident inspector or local project administrator – NOT the contractor. If an agency expects MaineDOT to participate financially in a modification, the Multimodal construction manager must review and concur with the change before any associated work begins. Otherwise, MaineDOT may deny reimbursement for work covered by a modification that has not undergone such review.

A detailed, draft contract modification must be sent to the Multimodal construction manager for review and concurrence in the format of Letter 18 (pages 11-19 and 11-20) with the following:

- An independent cost estimate for the additional work; and
- A statement addressing the associated time. If there is no change, write **0 days**.

The **contract modification form** is kept in the “Construction Field Documents” section of MaineDOT’s LPA website: www.mainedot.gov/lpa/lpadocuments/

A contract modification is necessary for any of the following:

- A change of 25 percent or more in a major item, defined as 10 percent or more of the contract amount.
- A change or extra work within the scope of the contract;
- A substitution of materials;
- A change in the specifications;
- A change in the testing requirements;
- A design change beyond the scope of the contract;
- Adding payment or credit for incentives/disincentives;
- An adjustment in the contract completion date.

11.5 Construction Documents

Keeping accurate, detailed field records is vital. Briefly covered in 11.5.1 through 11.5.5 below are the standard field documents, with an explanation of how to fill them out.

☞ For detailed information on construction documentation, refer to two MaineDOT references:

- Record Keeping Manual: www.mainedot.gov/contractors/support/
- Construction Manual: www.mainedot.gov/contractors/publications/

☐ 11.5.1: Project Diary

The resident inspector on a project must keep a field book or an electronic log, using a program such as Field Manager, to record the daily activities of the prime contractor and subcontractors. (An electronic report is preferred, for backup purposes.)

This document, traditionally called a project diary, should record the following at a minimum:

- ☐ Weather, since rain or cold could affect the work;
- ☐ Pay items worked on each day, by project stationing;
- ☐ The number of workers on site, with their job classifications, to be checked against contractor payrolls;
- ☐ Major pieces of equipment on site such as excavators, loaders, compactors, bulldozers, graders, pavers, and rollers;
- ☐ Field measurements by pay item number, with quantities of materials, to be checked against contractor requests for payment;
- ☐ Grade checks for items such as subgrade, top of gravel (fine-grading), ditches, and backslopes to ensure that the work meets the plans and specifications for the project;
- ☐ Drainage measurements by stationing for items such as catch basins and pipes, with computations from outlet to inlet;
- ☐ Source and disposition of excavation, borrow, gravel and pavement grindings; and
- ☐ Noteworthy events, such as:
 - Traffic accidents, which also require an accident report or near-miss form;
 - Contractor adherence to the traffic control and erosion control plans;
 - Directives given to the contractor by the resident inspector;
 - Discussions with property owners and other abutters; and
 - Disputes with the contractor or issues with quality that could lead to a claim.



Refer to **Appendix 11C**, starting on page 11-23, for examples of daily report entries.

❑ 11.5.2: Drainage Book

A separate drainage book may be needed for large, complex projects. Such supplemental documentation should be kept at the discretion of the resident inspector.

Each run of pipe and catch basin should have a separate page in a drainage book. The resident inspector should note items such as lengths of pipe installed, catch basins placed, gravel used for traffic maintenance, undercutting and bedding material used, ledge removed (if applicable), and riprap at pipe inlets and outlets.

❑ 11.5.3: Final Quantity Book

All pay items in the contract and all work orders involving additional payment must be entered in a final quantity book. This book maintains a reference trail leading from the final pay quantity for an item to the original documentation, such as notes of inspection and acceptance, measurements, or calculations made in a daily report. Entries must be signed and dated.

The final quantity book should have one item per page, as follows:

- ❑ Item number description and quantity should be at the top of the page;
- ❑ The final quantity should be entered at the bottom and so labeled;
- ❑ Pages should be set up for original measurements or computations;
- ❑ Pages set up with a total-to-date column;
- ❑ Entries and computations initialed and dated;
- ❑ Calculation of the final quantity must be shown, after an item is completed.

❑ 11.5.4: Testing File

Before construction, MaineDOT establishes mandatory Minimum Testing Requirements for aggregates, pavement, concrete and other materials. They establish the frequencies and types of materials tests to be performed.

The resident inspector should set up a testing file for all test reports and other data that document the quality of materials installed on a project. The file should be set up by material and based on the Minimum Testing Requirements, which should be kept at the front of the testing file and used as a guide.

In the file, the resident or other designated inspector should explain how a failing test result was resolved, such as whether a failing material was removed and replaced. Results of failing tests should be sent to the MaineDOT Multimodal construction manager, who may be able to help resolve an issue.

When MaineDOT administers a project, a testing file typically is bound by a black pressboard binder with a white label marked “Testing File” – with location and WIN. Tabs are used to identify and separate the items. Local agencies may follow this model.

❑ 11.5.5: Submittals and Submittal Log

The resident inspector is responsible for receiving, reviewing, distributing, and tracking construction submittals. Such submittals are the Working Drawings as defined in the MaineDOT Standard Specifications, subsections 101.2 (Definitions) and 105.7 (Working Drawings).

Each submittal carries a specific review period, as follows:

- First submission – 21 days / one day per drawing, whichever is greater.
- Subsequent submissions – 10 days / one-half day per drawing, whichever is greater.
- Note: Review times are doubled for submittals that include design computations.

The resident inspector must track all submittals through a submittal log to ensure that they are returned to the contractor within the allowed review time. A copy of the log must be included in the progress meeting agenda and minutes.

MaineDOT, through the Multimodal construction manager, must review submittals for items such as hot-mix asphalt pavement, concrete quality-control plans, and shop drawings for traffic mast arms and poles.

- ➔ Check the **Submittal Review and Approval Matrix** for the applicable submittals and levels of approval: <https://www.maine.gov/mdot/contractors/support/>

11.6 Materials Testing

Construction materials must meet MaineDOT's specifications. Proper testing of items such as gravel, pavement and concrete will help to ensure their performance and durability. After accepting final Plans, Specifications and Estimate (PS&E) for a project, MaineDOT will prepare Minimum Testing Requirements.

Before construction, the resident inspector may request a meeting with MaineDOT personnel – including the Multimodal construction manager and quality-assurance engineer – to go over the timing of tests, testing procedures and documentation.

Each test result must be logged in a testing file, as covered in 11.5.4. The Multimodal construction manager should be notified of a failing test. Sample tags must be filled out in accordance with the **Sample Tag Instructions**, online under “Construction Field Documents” – <https://www.maine.gov/mdot/lpa/lpadocuments/>.

- ➔ **Note:** MaineDOT testing staff will reject samples with tags that are filled out incorrectly. If tag errors cannot be corrected, a sample will not be tested.

11.6.1: Testing of Aggregates

A local agency must use an **independent, accredited laboratory** to test all aggregates installed on a project, such as gravels, underdrain sand, crushed stone and granular borrow. A certified inspector must obtain samples and conduct any required on-site tests for compaction and other properties, as set out in the Minimum Testing Requirements.

***Note:** The agency overseeing a project cannot use the same testing laboratory as the lab doing the contractor's quality-control work. This should be covered at the pre-construction meeting.*

❑ 11.6.2: Pavement Testing

An inspector certified by the Northeast Transportation Technician Certification Program (NTTCP) must be present for paving work. The inspector will perform tasks such as checking that hot-mix asphalt pavement is placed at the proper temperature (275° to 325° F) and preparing core samples for testing.

Core samples with ID tags filled out in accordance with the MaineDOT **Sample Tag Instructions** must be taken to a MaineDOT testing laboratory, either in Freeport or Bangor, where MaineDOT staff will perform the tests.

Note that testing costs will be charged to the project.



Pavement testing must be covered at a pre-paving meeting. Additionally, MaineDOT Independent Assurance staff must be notified when paving work is scheduled; such notification may be coordinated through the Multimodal construction manager.

❑ 11.6.3: Concrete Testing

Someone certified by the American Concrete Institute (ACI) must be on site for concrete placements to test mix properties such as air content, temperature, and water/cement ratio. The certified person will document the mixtures and prepare the sample cylinders that will be used to measure compressive strength and permeability at a testing lab.

Three concrete cylinders must be taken for compression testing. Cylinders with ID tags filled out in accordance with the MaineDOT **Sample Tag Instructions** must be taken to a MaineDOT testing laboratory, either in Freeport or Bangor. Cylinders should be kept in an on-site cure box for one day before going to a lab. *Note that testing costs will be charged to the project.*

Additionally, MaineDOT Independent Assurance staff must be notified when concrete work is scheduled; such notification may be coordinated through the Multimodal construction manager.

11.7 Buy America

For decades, the Federal Highway Administration (FHWA) has required steel and iron products permanently incorporated into federally funded projects to be produced in the United States. Failing to comply with “Buy America” jeopardizes federal funding.



Under Buy America, the manufacturing processes for steel and iron products, including the application of coatings, must occur domestically. Raw materials, however, may be sourced from other countries. (Refer to the regulations in 23 CFR part 635.410 for more information.)

Below are examples of products traditionally covered by FHWA Buy America requirements:

- Steel guardrail, steel piles, steel culverts, and structural and reinforcing steel;
- Structural plates and steel supports for highway signs, luminaries and signals; and
- Cast iron frames and grates, as well as detectable warning fields.

❑ 11.7.1 Build America, Buy America

In late 2022, a new federal law broadened the Buy America requirements. The Build America Buy America (BABA) Act expanded the list of items that must be produced in the United States.

As of November 10, 2022, construction materials permanently incorporated into projects funded by the FHWA must comply with Buy America, meaning that manufacturing must take place domestically. A new “construction materials” category consists primarily of the following:

- Non-ferrous metals – such as aluminum rail and zinc anodes;
- Plastic and polymer-based products – such as PVC pipe, composite building materials, polymers used in fiber-optic cables, non-metallic conduit and non-metallic drainage pipe;
- Glass, including optical glass;
- Fiber-optic cable, including drop cable;
- Optical fiber;
- Lumber;
- Engineered wood; and
- Drywall.



Exclusions: The construction materials category does not apply to cement and cementitious materials, aggregates, and aggregate-binding agents and additives.

Waiver: Under a temporary waiver for FHWA funded projects, BABA does not cover manufactured products, defined as two or more of the materials listed above that are combined through fabrication. Such products also include items with at least one of the listed materials combined with a material not listed (including steel/iron) through a manufacturing process.

❑ 11.7.2: Buy America Certifications

The prime contractor must provide mill certifications for steel and iron products, along with manufacturer certifications for product coatings. The contractor also must certify that all products and construction materials subject to Buy America and BABA comply with the law.

The resident inspector must verify the submitted certifications before the contractor may install permanent products subject to Buy America and BABA.

❑ 11.7.3: Local / Other Work on Federal Contracts

Buy America applies to **all** work under a federally funded contract, including local work paid for with local funds. If local utility work is added to a federal-aid project, for example, Buy America requirements still apply – even if non-federal funds are used. It is advisable, therefore, to perform any such additional work under a separate contract, outside of the main federally funded project, if there are concerns about meeting Buy America.

❑ 11.7.4: Exceptions

MaineDOT expects that applicable products installed on federally funded projects will comply with Buy America. If a local agency, during design, believes that Buy America cannot be met – or if a contractor contends that certain items subject to Buy America cannot be acquired – the MaineDOT project manager and Multimodal construction manager should be contacted immediately to discuss the concerns.

➡ **Bottom line:** Projects funded through the FHWA must comply with Buy America.

❑ 11.7.5: Federal Transit Administration (FTA) Projects

Buy America also applies to projects funded by the Federal Transit Administration (FTA), which has requirements for contracts and purchases greater than \$150,000.

FTA Buy America requirements generally cover the following:

- Iron and steel used in construction;
- Manufactured products used in construction; and
- Mass transit vehicles, commonly called rolling stock.

As with FHWA projects, the FTA requires a contractor certification. If an FTA project will have steel, iron or manufactured products covered by Buy America, each bidder must complete and submit an appropriate Buy America certification. Similarly, requests for waivers must be submitted to the FTA, through MaineDOT, for consideration.

Build America, Buy America (BABA) also applies to FTA projects. For grants obligated on or after November 10, 2022, the FTA will add construction materials to the categories of products on federally funded transit projects that must be manufactured in the United States. Additional information about FTA requirements under BABA is available at the link cited below.

The FTA website provides general guidance: <https://www.transit.dot.gov/buyamerica>

11.8 Commercially Useful Function

The resident inspector on a federal project must verify that a Disadvantaged Business Enterprise (DBE) firm hired as a subcontractor is performing the services in its subcontract with its own equipment and workers. This is the “Commercially Useful Function” (CUF) of the DBE.

The resident inspector must verify that the employees on site are listed on the DBE company’s payrolls and not on the payroll of a different company, such as the prime contractor. A CUF review must be performed:

- When a DBE initially shows up and during the peak period of the DBE’s work; and
- When an on-site DBE is not listed on the prime contractor’s DBE Utilization Form.

The Commercially Useful Function Form is online: www.mainedot.gov/civilrights/dbe/

11.9 Bulletin Board

The prime contractor by law must display a series of posters on a bulletin board informing employees of their rights. The board must be set up by the first day of construction and stay in place until completion.

The bulletin board must be placed where it will be easily accessible to employees and the public, commonly outside the field office used by the contractor or resident inspector. It must be sealed or otherwise protected from bad weather and remain readable for the duration of a project.



A list of required state and federal posters is online: www.mainedot.gov/civilrights/sfp/

11.10 Retainage – New

During construction, the local agency managing a project should pay 100 percent of each approved progress payment to the contractor until the work is about 50 percent complete. After that point, the agency should deduct 5 percent of each progress payment as retainage.

If a local agency believes that the standard amount of retainage will fall short of covering a contractor's obligations, a greater percentage may be withheld. An agency also may hold retainage to ensure timely completion of the work and payment of all subcontractors and suppliers.

Upon final acceptance of a project, the contractor may request that the retainage be reduced, which an agency may grant or deny at its discretion. Otherwise, the agency may hold retainage until the receipt of all closeout documentation from the contractor. (*See section 11.12 Final Contractor Payment.*)

Retainage is covered in Section 108.3 of the [Standard Specifications](#).

11.11 Final Inspection

Upon finishing a project, the prime contractor sends the local agency managing the project a written notification that it considers the work to be complete. At this point, the local administrator sets up a walk-through inspection involving the resident inspector, the contractor, MaineDOT's project manager and MaineDOT's Multimodal construction manager. (Use [Letter 19](#), on page 11-21.)

Meeting on site, the parties inspect the project for incomplete or unsatisfactory work. Afterward, they develop a "punch list" of items that must be addressed before the local agency will accept the project as complete.

Once a final inspection determines that the contractor has addressed all punch-list items, the local agency notifies the contractor in writing that physical work is complete and in compliance with the contract, through a Completion of Physical Work Notification.

Forms and other documents are online: www.maine.gov/mdot/contractors/support/

11.12 Final Contractor Payment

When the work is completed and a successful final inspection has been held, the local agency managing a project sends the prime contractor a **Completion of Physical Work Notification**. At that point, the agency may make final payment to the contractor under the following conditions:

- ☐ Final quantities have been determined, with no claims or disagreements;
- ☐ There are no liquidated damages against the contractor;
- ☐ There is no remaining work to be done in the field; and
- ☐ The contractor has submitted the final closeout documents listed below, as applicable:
 - Request for final payment, with statement that all bills have been paid;
 - Agreement with final quantities;
 - Buy America certifications (federal projects);
 - Materials certifications (all projects); and
 - Quality-control certification under section 106.4.3 of the Standard Specifications (Testing).

Project closeout is covered in section 107.9 of the Standard Specifications.

11.13 Closeout with MaineDOT

Once a local agency has made final payment to its contractor, the project administrator should ask MaineDOT's project manager for an accounting of MaineDOT's charges to a project. Upon receiving the documentation, the local administrator should calculate the matching share and send MaineDOT's project manager a final invoice formatted after Letter 20. The letter must be accompanied by a completed consultant evaluation, contractor evaluation and as-build plans, if applicable.

The local share of MaineDOT's charges will be deducted from the final reimbursement payment to the local agency managing a project. Upon paying the final invoice, MaineDOT will terminate the local project agreement with the sponsoring agency and then close out the project.

11.14 As-Built Plans

As-built plans are the original design plans that have been revised in the field to document a project as constructed. They are used as a reference for future design and maintenance efforts. As-built plans for locally administered projects on state highways must be sent to MaineDOT's project manager as .pdf files with the final invoice submittal (Letter 20).



“As-builts” typically consist of full-sized plans marked up either electronically or by hand using a red, medium felt-tip marker or a blue/black medium ballpoint pen. They may include alignment modifications, substitutions of materials, and additions or deletions of items.

On each revised sheet, the reviser should write in the lower right corner “Revised As-Built” and initial; on unchanged plan sheets, the reviser should write “As-Built” and initial. Upon completion of all changes, the reviser should sign and date the title sheet of the marked-up plans.

Appendix 11A:

Administrative Checklist

(Construction Administration)

(Updated in 2023)



CHECKLIST: CONSTRUCTION ADMINISTRATION

- ☐ Obtain Minimum Testing Requirements from MaineDOT's project manager (PM).
- ☐ Send award information to MaineDOT to enter project in the Elation payroll system.
 - ☐ MaineDOT contact is Angela Latno: (207) 624-3519 or Angela.Latno@maine.gov
 - ☐ Prime contractor and all subcontractors must be set up in the Elation system.

Pre-Construction Tasks

- ☐ Send preconstruction meeting notice and agenda (Letter 17) to the following:
 - ☐ Contractor;
 - ☐ Utilities;
 - ☐ Resident Inspector;
 - ☐ MaineDOT's PM and Multimodal construction manager.

Note: A separate *pre-paving meeting* must be held before any paving work may take place.

- ☐ Preconstruction meeting held on: _____
 - ☐ Pre-paving meeting held on: _____
- ☐ Contractor schedule received on: _____
- ☐ Quality Control (QC) Plan and Mix Designs received from Contractor on: _____
 - ☐ Contractor must submit them at least 30 days before the work is scheduled to begin.
- ☐ Contractor Traffic Control Plan submitted to MaineDOT for review.
 - ☐ Must address safe work-zone passage for motorists and pedestrians.
 - ☐ *MaineDOT Approval Date:* _____.
- ☐ Contractor Soil Erosion Water Pollution Control Plan approved by resident inspector.

Testing & Documentation

- ☐ Field Book created to record the following information:
 - ☐ Weather, crew & equipment on site, hours worked, and contractor activities;
 - ☐ Field measurements to document materials quantities for payment to the contractor;
 - ☐ Noteworthy events (accidents, discussions with owners, disputes with contractor).
- ☐ Pit authorizations completed.
- ☐ Waste area agreements completed.
- ☐ Project bulletin board erected: <https://www.mainedot.gov/civilrights/sfp/>
 - ☐ Condition of signs must be noted weekly in a project field book.
- ☐ Testing file set up for each item in Minimum Testing Requirements.
 - Check with MaineDOT to learn if Hot Mix Asphalt Pavement / Portland Cement Concrete plant has been inspected recently or needs to be inspected: Kevin.cummings@maine.gov
- ☐ Materials Tests:
 - ☐ Aggregates must be tested at an independent, accredited laboratory.
 - ☐ Hot-mix asphalt pavement and concrete are tested at MaineDOT lab in Bangor or Freeport.
- ☐ Subcontractor Approvals: <https://www.mainedot.gov/contractors/publications/>
 - ☐ Send copies of approved subcontractor packages to MaineDOT's PM.

- ☐ **Federal projects: Weekly certified payrolls received electronically from all contractors.**
 - ☐ Certified payroll checked in Elation system for compliance with Davis-Bacon wage rates.
- ☐ **Federal projects: Employees interviewed to verify Davis-Bacon wage rate compliance.**
 - ☐ Voluntary interviews held every 90 days with 2 covered workers from the following:
 - Prime contractor;
 - All subcontractors on site 5 or more days during a 90-day period.
- ☐ **Federal Projects: Commercially Useful Function Form sent to MaineDOT, if applicable.**
- ☐ **Federal Projects: “Build America, Buy America” (Special Provision 105).**
 - ☐ Buy America certifications must be received before steel iron products – as well as construction materials covered by new Build America, Buy America requirements – are installed.
- ☐ **Progress payments to contractor:**
 - ☐ Prepare estimate and review with contractor, or receive and check estimate from contractor.
 - ☐ Once approved, process estimate and send payment to contractor.
- ☐ **Final Quantity Book created:**
 - ☐ Book set up by item numbers;
 - ☐ Pages set up for original measurements (or computations from plan dimensions);
 - ☐ Pages set up with a total-to-date column;
 - ☐ Entries and computations initialed and dated;
 - ☐ After item is completed, compute final quantity.

Contract Modifications

- ☐ **Modifications to the construction contract are handled as follows:**
 - ☐ Prepare an independent cost estimate for the additional work.
 - ☐ Note the time associated with the change. (*If no change, note 0 additional days.*)
 - ☐ Send draft modification to MaineDOT Multimodal construction manager for review (**Letter 18**).
- ☐ **Obtain MaineDOT’s written concurrence with contract modification, by email.**
- ☐ **Send modification to contractor for signature.**
 - ☐ When contractor has signed, local project administrator signs and dates the modification.
 - ☐ Send copy of the executed modification to the contractor, with a copy to MaineDOT.

Completion

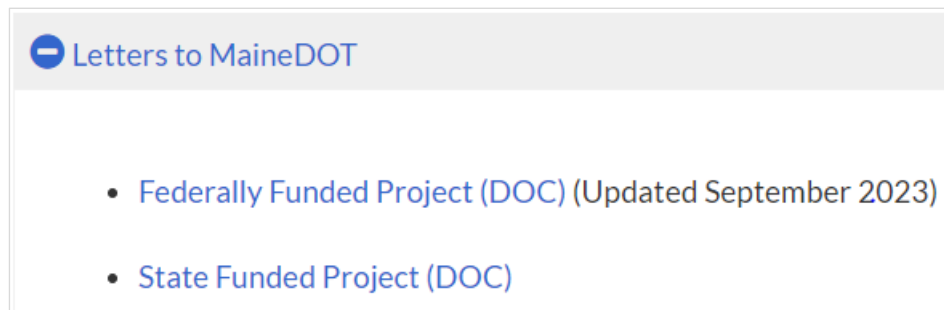
- ☐ **Final inspection performed by Municipality, MaineDOT and contractor (**Letter 19**).**
 - ☐ Inspection Date: _____.
 - ☐ Final “punch list” of items completed on: _____.
- ☐ **Final Quantity Book finalized by resident inspector.**
- ☐ **Completion of Physical Work Notification sent to contractor.**
- ☐ **Federal projects: Final DBE Form completed by the contractor, signed by each DBE.**
 - ☐ MaineDOT’s PM will forward to MaineDOT’s Civil Rights Office.
- ☐ **Contractor sends in request for final payment and statement that all bills have been paid.**
- ☐ **Final estimate paid and retainage released to contractor.**
- ☐ **As-built plans sent to MaineDOT’s PM with final invoice (if applicable).**

Appendix 11B:

Letters to MaineDOT

– Construction –

- ❑ Electronic documents are found on the LPA Documents web page:
<https://www.maine.gov/mdot/lpa/lpadocuments/>



[Date]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Preconstruction Meeting
MaineDOT WIN_____

Dear _____:

Your attendance is requested at the preconstruction meeting for **[insert project scope]** in the Municipality of _____ on **[insert meeting date/time]**. I have attached an agenda for your convenience.

If you need additional information, please let me know.

Sincerely,

Local Project Administrator

Cc: [Insert Name], Construction Manager, MaineDOT Multimodal Program

Updated, September 2023

**AGENDA ITEMS FOR PRE-CONSTRUCTION MEETING
(Federally Funded Project – Updated, September 2023)**

1. Introductions
2. Review Scope of Project
 - a. Acknowledge Amendments
 - b. Completion Date
 - c. Liquidated Damages
3. Permits obtained (if required)
4. Construction Safety
 - a. Primary consideration during construction
 - b. Emergency contact list including 24 hour contacts
 - c. Contractor safety plan to be provided
 - d. Traffic Control Plan (TCP), which must be approved by MaineDOT
 - Plan for maintaining pedestrian access during construction
5. Schedule for the completion of work
 - a. Are there utility issues?
 - b. Update schedule as required
 - c. Daily construction activities to be recorded
 - d. Town must pay contractor first, then request reimbursement on a monthly basis
6. Labor Requirements
 - a. Davis-Bacon wage rates, which apply to prime and all subs
 - b. Certified payrolls to be submitted & reviewed in Elation System
 - c. Payroll labor interviews
 - d. DBE participation & Commercially Useful Function (CUF) form
7. Construction Control
 - a. Minimum Testing Requirements
 - b. Subcontract approval (*FHWA-1273 must be inserted in all subcontracts*)
 - c. Measurement & documentation of materials used for payment purposes
 - d. Engineering oversight of activities
 - e. Manufacturer's certification for materials
 - f. Soil Erosion and Water Pollution Plan (SEWPCP)
 - g. Quality control plans, mix design submittals, pre-pave meeting
 - h. Buy America certifications for steel, iron and construction materials
8. Communications
 - a. Requests for Information (RFIs)
 - b. Change Orders require MaineDOT review; must include detailed description of scope change, independent cost estimate & time
 - c. Notification of anticipated issues, claims or disputes

[Date]

_____, Construction Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Contract Modification Request
MaineDOT WIN_____

Dear _____:

Attached for your review is Contract Modification #_____ for **[insert project scope]** in the Municipality of _____. The change will consist of **[insert description of contract modification including scope change and/or extra costs]**.

An independent estimate of the cost of the additional work is attached. This modification will add **[number of days]** to the original contract.

(Instructions: The amount of time required by the modification must be noted. If there is no change in the schedule, then state “0 days” or indicate that the modification will not change the amount of time associated with the contract.)

If you need additional information, please let me know.

Sincerely,

Local Project Administrator

Cc: MaineDOT Project Manager

PROJECT DESCRIPTION:	
CONTRACT MOD. NO.:	
PROJECT WIN:	
MUNICIPALITY:	
DATE ISSUED:	

To: _____, you are hereby notified, the following work is to be accomplished in accordance with the provisions of your Contract. The work will not be considered authorized for payment without the required signatures. Payment will be made as described.

(By signing this Order, the Contractor agrees that all issues, including time, relating to the described work are satisfactorily resolved by this Order. No other compensation will be sought or made.)

DESCRIPTION:

--

REASON:

--

COST:

--

Amount of this Order: \$

Original Contract Amount	\$
Total Cost of this Contract Modification	\$
Total Cost of all Contract Modifications Including this Mod	\$
Percentage of Contract for this Mod	%
Total Percentage of Contract including all Mods	%
Total Contract Amount Including this Mod	\$

Additional Days Added (This Mod):	New Completion Date:
-----------------------------------	----------------------

TITLE:	SIGNATURE:	DATE:
Resident or Inspector		
Contractor		
Municipality		

[Date]

_____, Construction Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Final Inspection, MaineDOT WIN_____

Dear _____:

Your attendance is requested at the Final Inspection for **[insert project scope]** in the Municipality of _____ on **[insert date/time]**. At the time, we can make available all documentation and testing required for the project.

If you need additional information, please let me know.

Sincerely,

Local Project Administrator

Cc: MaineDOT Project Manager

INSTRUCTIONS: *This must be submitted on letterhead with all requested documentation.*

[Date]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Final Invoice and Notification of Completion of Work

MaineDOT WIN _____; Contract # _____

This Municipality of _____ certifies that the contractor has completed all work on the project in accordance with the construction contract and approved modifications, and that:

- The Municipality has accepted the work;
- The Municipality has measured and reconciled final quantities with the contractor, with all supporting documentation of such;
- The Municipality has paid all contracted parties in full; and
- There are no outstanding claims or disputes associated with the project.

Accordingly, the Municipality submits this final invoice with supporting documentation requesting reimbursement of \$_____ as MaineDOT's _____% share of expenditures for the invoice period, _____. I understand that the Municipality's _____% share of MaineDOT's charges to the project will be reconciled and deducted from this final invoice.

The following also are attached: 1.) Consultant Evaluation; 2.) Contractor Evaluation; and 3.) As-Built Plans for the project.

By signing this invoice, I certify to the best of my knowledge and belief that the information provided is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal funding award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)

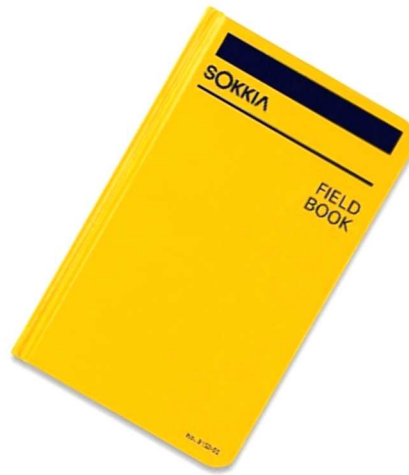
Sincerely,

_____, Local Project Administrator

Enclosures: Final billing, Consultant Evaluation, Contractor Evaluation, and As-Built Plans

Appendix 11C:

Sample Field Report Entries



DATE	DAY	WEATHER
MDOT:		
CONTRACTOR		
SUB CONTRACTOR		
PERSONNEL		
EQUIPMENT		
WORKING HOURS		
PROJECT ACTIVITIES:		
ITEM NUMBER, LOCATION & LIABLE CONTR/SUB		
SOURCE AND DISPOSITION OF ANY EXCAVATION		
SOURCE AND DISPOSITION OF GRAVEL AND BORROW		
NON-ROUTINE ACTIVITIES		
A: CONTRACTORS' NON ADHERANCE TO CONTRACT SPEC'S: MTCD'S & SEWPC		
B: MDOT DIRECTIVES GIVEN TO CONTRACTOR IE: C/O RELOCATIONS, CHANGES IN DESIGN, UNDERCUTTING & REWORK.		
C: CONTRACTOR IS INADEQUETLY STAFFING THE JOB FOR THE TYPE OF WORK		
D: ANYTHING RELATED TO POTENTIAL CONTRACTOR CLAIMS		
E: ANY DISCUSSIONS WITH TOWN OFFICIALS, UTILITIES, DEVELOPERS AND ABUTTERS		
G: TRAFFIC ACCIDENTS & OTHER HAZARDS		
ENTERED BY : NAME & DATE		

6/12/2002	FRIDAY	SUNNY 80'S
MDOT:	BILL BITTERMAN, RESIDENT BILLY BOB BENNET, INSPECTOR	
M&H:	6:00AM TO 5:00 PM 1 SUPT 5 WORKERS 2 LARGE EXC. 1 APE 1 D6 DOZER	1 COMPRESSOR 2 TRUCKS 1 5 TON VIB ROLLER 1 CHAMPION GRADER
HASTINGS	TREE REMOVAL SERVICES	
ITEMS	652.361 AND 656.75 MTCD AND SEWPC INSPECTED AND ACCEPTED FOR THE WEEK	
ITEM	201.23 SINGLE TREE HASTINGS CUT AND REMOVED SINGLE TREE AT THE THE CORNER OF PINE STREET AND RT 4	
ITEM	603.159 12" OPT III CULV PIPE INSTALLED 12" OPT I CULV PIPE AT STA 12+56 RT	
ITEM	604.097 6' B1-C CATCH BASIN INSTALLED AT STA 12+56 RT	
ITEM	631.2 STUMP CHIPPER HASTINGS USED STUMP CHIPPER TO GRIND 2 STUMPS	
M&H	MULCHED ALL DISTURBED AREAS	
	COMPLAINT FROM BILL SIMPSON , PROJ SUPT ABOUT DELAYS FROM UTILITIES NOT SHOWN ON PLANS AS WELL AS SLOW PRODUCTION. HE THEY WILL KEEP RECORDS FOR POSSIBLE CLAIM. HE HAS ALSO REQUESTED INFORMATION ON ALTERNATE WORK AT THE OTHER END OF THE PROJECT STA 42+50 TO 45+75	
	ENTERED BY : BILL BITTERMAN 6-12-02	

6/16/02	MONDAY	FAIR 60'S
MDOT:	BILL BITTERMAN, RESIDENT BILLY BOB BENNETT, INSPECTOR	
M&H:	6:00AM TO 5:00 PM 1 SUPT 5 WORKERS 2 LARGE EXC. 1 APE	1 COMPRESSOR 2 TRUCKS 1 5 TON VIB ROLLER 1 CHAMPION GRADER
ITEM 304.10	STA 3+00 TO 4+25 AFTER PLACING/COMPACTING LOWER LAYER OF ASC GRAVEL, THE SUBGRADE MATERIAL BEGAN TO PUMPING INTO THE LOWER ASC GRAVEL LIFT. THE RESIDENT DIRECTED THE CONTRACTOR TO EXCAVATE AND REMOVE THE CONTAMINATED GRAVEL. ROADWAY STABILIZATION GEOTEXTILE WAS THEN PLACED ON THE SUB-GRADE SURFACE BEFORE PLACING ASC GRAVEL. THIS WORK WILL BE PAID UNDER ITEM 203.20 COMMON EXC AND 304.10 ASC-GRAVEL. REF TO BOOK 4 PAGES 5 THROUGH 7 FOR FIELD MEASUREMENTS ROADWAY STABILIZATION GEOTEXTILE WILL BE PAID PER RESIDENTS WORK ORDER #1 (AMOCO 2006 INSTALLED)	
	THERE WAS AN ACCIDENT ON THE PROJECT TODAY AT STA 2+25 AT 10:00 AM +/-, VEHICLE NO 1 (FORD EXPLORER PLATE NO 4356 JJ) REAR-ENDED VEHICLE NO 2 (CHEVY S-10 PLATE NO 763784 I) WHICH WAS STOPPED FOR FLAGGER ED KNOWLES WITHIN THE WORK ZONE. THE ACCIDENT WAS INVESTIGATED BY JOEL RAMICH OF THE FARMINGTON POLICE DEPT. ALL SIGNS WERE UP AND TRAFFIC CONTROL DEVICES WERE SATISFACTORY. REFER TO CORRESPONDENCE FILE FOR A COPY OF THE POLICE/ACCIDENT REPORT COMPLETED ACCIDENT REPORT AND FORWARDED TO THE MDOT LEGAL DEPT.	
ENTERED BY :	BILL BITTERMAN 06-16-02	

6/17/02	MONDAY	FAIR 70'S
MDOT:	BILL BITTERMAN, RESIDENT BILLY BOB BENNETT, INSPECTOR	
M&H:	6:00AM TO 6:00 PM 1 SUPT 5 WORKERS 2 LARGE EXC.	1 COMPRESSOR 2 TRUCKS 1 5 TON VIB ROLLER
SUB:	PIKE IND, 4 ROLLERS, 1 PAVER, 12 TRUCKS, 1 SERVICE TRUCK, 1 WATER TRUCK & 1 BOBCAT.	
PERSONNEL:	1 SUPT, 1 FOREMAN, 7 SKILLED, 12 UNSKILLED, 2 LABORERS & 2 QC/QA WORKERS	
ITEM 304.104	FINEGRADE COMPLETE AND ACCEPTED STA 22+00 TO 35+25	
ITEM 403.207	PAVING OPERATIONS BEGAN AT STA 22+00 TO 35+25	
	CALL FROM BILL COBURN-FABRICATION INSPECTOR RE: CONCRETE CURBING. BILL HAD SOME CONCERNS ABOUT THE PERMIABILITY. HE WILL VISIT GAGNE THEIR VEAZIE TOMORROW AND WILL E-MAIL ME THE RESULTS OF THE TEST IF THERE IS A PROBLEM, REFER TO CORRES. FILE FOR RECORD.	
ITEM 211.20	STA 2+00 TO 5+00, EXCESS MATERIALS FROM INSLOPE WORK REMOVED AND TAKEN TO APPROVED WASTE AREA (SMITH PIT)	
ITEM 203.20	STA 2+00 TO 12+00, PIKES RECLAIMER ON PROJECT, STA 2+00 TO STA 5+00 TO REMOVE PVT IN FULL EXCAVATION AREA, LOADER PLACING MAT'L IN TRUCKS TO BE STOCKPILED ON SITE AND PLACED AS ASG AT A LATER DATE. TO BE PAID AS COMMON EXC AND ASG. RECLAIMED STA 5+00 TO 12+00, GRADED AND COMPACTED, TO BE PAID AS 307.	
DENNY DOYLE, MDOT	ON SITE TO TEST 307 COMPACTION	
ENTERED BY :	BILL BITTERMAN 6-17-02	

203.25 GRANULAR BORROW

600 CY @ \$12.00

STA	STA	QTY	ACC. QTY	ENT BY	DATE
30+00	32+00	275	275	BBB	37478
33+28 RT		21.43	276.43	BBB	
19+00	19+75	42.5	318.93		

FINAL PAY QUANTITY: 318.93 CY

ENTERED BY : BILL BITTERMAN 11-08-02

CHECKED BY: ABC 1-2-03

REF

NOTE: THE ENGINEERS ESTIMATE WAS REVIEWED AND APPEARS TO BE REASONABLE AND ACCURATE.

REF: RWO NO 1; CONTRACTOR AGREED TO PLAN QTY PAYMENT PLUS ANY ADDITIONAL EXCAVATION OUTSIDE OF EXCAVATION LIMITS OR AS DIRECTED.

BK 4 PG 2 MULTI PLATE BACKFILL COMPLETED TO PLAN 5 & SPEC

BK 4 PG 2 FOR ADDITIONAL EXCAVATION (UNDERCUT)

BK 4 PG 2 MAINTENANCE OF TRAFFIC

SUBGRADE CHECKS

LEFT		STA	RIGHT	
16'	12'		12'	16'
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBE 8-2-02		15+00	CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBE 8-2-02	
		15+50		
		16+00		
		16+50		
		17+00		
		17+50		
		18+00		
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES ENT BY BBE 8-3-02		19+00	CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES ENT BY BBE 8-3-02	
		19+50		
		20+00		
		20+50		
		21+00		
CHECKED BY B. SMITH 10-10-02				

NOTE: DEPTHS EXPRESSED IN INCHES BELOW C-1' F.6

LEFT		STA	RIGHT	
16'	12'		12'	16'
-2%	-2%	15+00	-2.0%	-2%
25"	24"	21"	24"	24.75"
-2%	-1.50%	15+50	-2.0%	-2%
24.25"	23.25"	21"	24"	24.75"
-2%	-1.0%	16+00	-2.0%	-2%
23.5"	22.5"	21"	24"	24.75"
-2%	-0.50%	16+50	-2.0%	-2%
22.75"	21.75"	21"	24"	24.75"
-2%	+1.0%	17+00	-2.0%	-2%
20.5"	19.5"	21"	24"	24.75"
-2%	+2.5%	17+50	-3.0%	-3.0%
18.5"	17.5"	21"	25.25"	26.75"
-2%	+4.0%	18+00	-4.0%	-4.0%
16.25"	15.25"	21"	26.25"	28.75"
-2%	+4.0%	18+50	-4.0%	-4.0%
16.25"	15.25"	21"	26.25"	28.75"
-2%	+2.5%	19+00	-3.0%	-3.0%
18.5"	17.5"	21"	25.25"	26.75"
-2%	+1.0%	19+50	-2.0%	-2%
20.5"	19.5"	21"	24"	24.75"
-2%	-0.5%	20+00	-2.0%	-2%
22.75"	21.75"	21"	24"	24.75"
-2%	-1.5%	20+50	-2.0%	-2%
24.25"	23.25"	21"	24"	24.75"
-2%	-2.0%	21+00	-2.0%	-2%
25"	24"	21"	24"	24.75"
CHECKED BY B. SMITH 10-10-02				

FINEGRADE CHECKS

LEFT	STA	RIGHT
16'	12'	12'
16'	15+00	16'
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBB 8-2-02		
15+50		
16+00		
16+50		
17+00		
17+50		
18+00		
18+50		
19+00		
19+50		
20+00		
20+50		
21+00		
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBB 8-3-02		

NOTE: DEATHS EXPRESSED IN INCHES BELOW C-1'

LEFT	STA	RIGHT
16'	12'	12'
-2%	15+00	-2%
4"	0"	3"
-2%	15+50	-2%
3.25"	0"	3"
-2%	16+00	-2%
23.5"	0"	3"
-2%	16+50	-2%
1.75"	0"	3"
-2%	17+00	-2%
-0.5"	21"	3"
-2%	17+50	-3.0%
-2.5"	0"	4.25"
-2%	18+00	-4.0%
-4.75"	0"	5.75"
-2%	18+50	-4.0%
-4.75"	0"	5.75"
-2%	19+00	-3.0%
-2.5"	0"	4.25"
-2%	19+50	-2.0%
-0.5"	0"	3"
-2%	20+00	-2.0%
1.75"	0"	3"
-2%	20+50	-2%
3.25"	0"	3"
-2%	21+00	-2.0%
4"	0"	3"
CHECKED BY B. SMITH 10-10-02		

[illegible][illegible]

652.33 DRUMS

DATE COUNTED	EA	REF	ENT BY	DATE
9-27-01	10	DIRECT ENT	BBB	9/27/2002
10-15-01	22		BBB	10/05/2002
10-30-01	22		BBB	10/10/2002
10-25-01	36		BBB	10/25/2002
11-05-01	66	BK 3 PGE XX ✓	BBB	11/5/2002
11-10-01	25	DIRECT ENT	BBB	11/20/2002
11-17-01	30	DIRECT ENT	BBB	12/5/2002

MAXIMUM AMOUNT = 66 DRUMS ✓

FINAL PAY QUANTITY: 66 EA ✓

ENTERED BY : BILL BITTERMAN 12-10-02

CHECKED BY: ABC 1-2-03 ✓

50 EA @ \$65.00

656.75 TEMP SOIL EROSION AND WATER POLLUTION

ACCEPTED	INSPECTED	WEEK ENDING
O.K.		8/8/2002
	O.K.	8/15/2002
	O.K.	8/22/2002
	O.K.	8/29/2002
	O.K.	9/6/2002
	REF TO REMARKS	9/10/2002
	REF TO REMARKS	9/11/2002
	O.K.	9/13/2002
	O.K.	9/20/2002

FINAL PAY QUANTITY: 1 LS OF \$20,000 ✓

ENTERED BY : BILL BITTERMAN 11-08-02

CHECKED BY: ABC 1-2-03 ✓

1 L.S. @ \$20,000

REMARKS
MIKE CLARK, OES, REVISED AND APPROVED SEWPCC, PAY 10%

PAID 50%

- ✓ DEDCUT \$100 FOR NON COMP TO PLAN, REF TO CORRESPONDENCE DATED 9/10/02 AND PROJECT DIARY PAGE 45
- ✓ DEDCUT \$100 FOR NON COMP TO PLAN, REF TO CORRESPONDENCE DATED 9/11/02 AND PROJECT DIARY PAGE 70

NOTE: THE DEDUCTIONS ARE MADE UNDER SAME ITEM #
W.O. SS, FOR A \$200 LS DEDUCT

END OF MANUAL