

Administration & Finance

April 2021



What's a Locally Administered Project?

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



Why are you here?

- These may be local projects **BUT** ... strings are attached.
- You must meet requirements that come with the money.
- Training & Manual lay out the rules.



Role of Local Administrator

- The person in charge must be a **full-time** local employee if federal money is used.
- Person in charge oversees budget, schedule, contracting, and adherence to requirements.
- New employee with **certification** must be placed in charge if original person leaves.
- Consultants may assist, but they can't replace public employees as administrators.

Basic Requirements

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

What about the money?

- Reimbursement – **NOT** a grant up front.
- You incur expenses, submit invoices.
- MaineDOT reviews, approves costs.
- MaineDOT pays its share: ranges from **50% to 90%**, based on funding source.



Eligible Costs:

- Engineering
- Environmental review
- Right of Way
- Utility Coordination
- Advertise and Award
- Construction/Oversight



What's **NOT** eligible?

- **Costs not meeting State / Federal rules:**
 - ❖ Expenditures **before** Notice to Proceed.
 - ❖ Contracts signed **without** MaineDOT OK.
 - ❖ Property negotiations **before** NEPA complete.
 - ❖ Design costs – if project **withdrawn**

- **Administration:**
 - ❖ Local administrative time (committees, etc. ...)

- **Maintenance Work**



Invoices

- Fill out **Letter 4**, available online: www.maine.gov/mdot/lpa/lpadocuments/
- **Attach the following:**
 - Worksheet found at the same web page;
 - Service dates for billing period;
 - Backup, including invoices and checks; and
 - **Progress Report.**

MaineDOT Costs

MaineDOT staff **will charge their time** to federal projects for services such as:

- Environmental review
- Survey and right-of-way (state highways)
- Design plan / contract document reviews
- Project-related meetings
- Materials testing, project inspection

How much?

Budget 12%-15% for MaineDOT time.

However ...

- ❖ More is charged to complicated projects than straightforward ones.
- ❖ More is charged to projects with issues than to projects that go smoothly.
- ❖ More is charged if there are extensive right-of-way impacts.

How long does everything take?



Project start-up

~ 2-3 months

- MaineDOT funds project.
- Parties sign project agreement.
- MaineDOT gives **Notice to Proceed.**
- “Kickoff” meeting held (Tier II certification.)

Design, Permitting, RW

Typically **12 months** to **24 months**

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



Advertise & Construction

After receiving construction authorization:

- Advertise for bids – **3 weeks**.
- Review bids – up to **30 days**.
- Award project to low bidder.
- Hold pre-construction meeting.
- Oversee & inspect work.
- Inspect completed project.
- Accept & close out project, keep records.



Overwhelmed?

You have **resources**:

- ❖ **LPA Manual**

- Checklists
- Form Letters



- ❖ **Project Manager**

- ❖ **Other local agencies**

- ❖ **Consultants**

Website

- LPA Homepage:

www.maine.gov/mdot/lpa/

- Online Manual:

www.maine.gov/mdot/lpa/manual/

- Documents needed for a project:

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

Online Quiz

Link: www.maine.gov/mdot/lpa/ccm/

- Open book – Use manual and slides
- Deadline is **Friday, April 30**
- **NOTE:** If you do not receive an email within 24 hours, we did not get your result.
- Call / email Mike Laberge if you run into issues (See next slide for contact information)

MaineDOT Contacts

- **Jeff Tweedie, Multimodal Program Manager**
(207) 624-3427 or Jeff.Tweedie@maine.gov
- **Mike Laberge, Local Projects Coordinator**
(207) 624-3508 or Michael.Laberge@maine.gov
- **Jen Paul, Construction Manager**
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Remember:

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

