Locally Administered Projects: Administration & Finance







What is a Locally Administered Project?

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





How are projects funded?

- Metropolitan Planning Organizations
 - Greater Bangor, Lewiston-Auburn, Greater Portland, southern York County
- MaineDOT Bicycle/Pedestrian Program
- Small Harbor Improvement Program





Why are you here?

These may be local projectsBUT ... strings are attached.

Money carries requirements.



This training & the LPA Manual set out rules.



Role of Local Administrator

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



Basic Requirements

Consultants: Best qualified, **NOT** lowest price.

Construction: Low bidder.

Design & construction: Design standards, MaineDOT specifications and ADA apply.

Environmental laws apply (National Environmental Policy Act - NEPA).

Right-of-way: Just compensation based on fair market value.

Civil rights & labor laws apply (Davis-Bacon)



What about the money?

Reimbursement – NOT a grant up front.

You incur expenses, submit invoices.

MaineDOT may approve an invoice or ask for corrections.

MaineDOT pays its share: ranges from 50% to 90%, based on funding source.





What's Reimbursable?

- Engineering
- Environmental work
- Right of Way



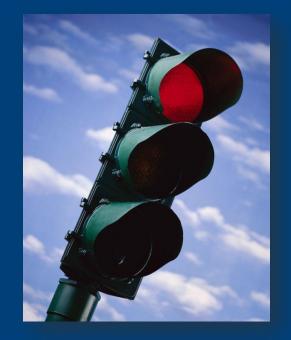
- Utility coordination
- Advertising and awarding the project
- Construction/Oversight



What's NOT Reimbursable?

Costs <u>not</u> meeting federal/state rules:

- Expenditures before Notice to Proceed.
- Contracts signed without MaineDOT OK.
- Design costs if project withdrawn
- Administration:
 Doing paperwork
 Attending meetings
- Maintenance





Invoices

- Submitted at least every 6 months
- Letter 4, available online: www.maine.gov/mdot/lpa/lpadocuments/
- Attach the following:
 - Worksheet found at the same web page;
 - Invoices and checks; and
 - Progress Report.



MaineDOT Costs

MaineDOT generally will charge time for:

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



How much?

Budget 12%-15% for MaineDOT time. Remember ...

More time charged to complicated projects than straightforward ones.

More time charged if there are issues.

More time charged if right-of-way impacts.



How long does everything take?





Project start-up ~ 2-3 months

Grant awarded

Agreement signed.

Notice to Proceed given.

"Kickoff" meeting held (Tier II certification.)



Pre-construction Work Typically, 18 to 36 months (or longer)

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





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



Stressed?

You have resources:

LPA Manual

- Checklists
- Form Letters



- Project Manager
- Other communities
- Consultants



MaineDOT Website

Local Project Administration Homepage: <u>www.maine.gov/mdot/lpa/</u>

Local Project Administration Manual: www.maine.gov/mdot/lpa/manual/

Documents needed for a project: www.maine.gov/mdot/lpa/lpadocuments/



Certification Quiz

Link: <u>www.maine.gov/mdot/lpa/certification/</u>

- Use manual and slides.
- Due by end of day Friday, May 18.
- Passing score is 75% (30/40).
- If you don't get an email within 1-2 days, we may not have received your score.
- Email Mike Laberge if you run into issues.



MaineDOT Contacts

- Mike Laberge, Local Projects Coordinator (207) 624-3508 or <u>Michael.Laberge@maine.gov</u>
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Remember:

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



