

Procedures for Local Public Agency Project Administration



38th Annual Highway Conference

March 26, 2009

Update on

SCDOT Activity

Local Public Agency LPA

- A county, municipal corporation, state or local authority, board, commission, agency department or political subdivision created under the authority of the state

Local Public Agency Projects

- Any transportation project funded through SCDOT either by federal or state funds in which an LPA enters into a contractual agreement with SCDOT to manage any phase of the project development process or construction activity



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FHWA Report

- \$6-8 billion in Federal aid contracts is administered by cities and counties in at least 45 states
- Locally administered projects represent roughly 20% of the overall annual Federal aid program
- There is a need for improved oversight and control by SCDOT
- Local Public Agency Administration Office established to improve the oversight

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2 Paths for a Local Project

- SCDOT Administered
- LPA Administered



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SCDOT Administered Project

- If an LPA does not request to manage a project/a phase of project or an LPA is found not to be qualified then SCDOT will administer the project through the normal project development process and it is no longer an LPA project but a typical federal aid project



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LPA Administered Project

- If an LPA requests to manage a project and is found to be qualified and adequately staffed then it becomes an LPA Project and is administered through the Local Public Agency Administration Office
- The LPA must follow the new Project Administration Procedures
- LPA Projects – Transportation Enhancements, Congestion Mitigation, Congressional Earmarks, State Earmarks, or any form of project in which federal or state transportation funds may be used to finance or supplement development of a transportation project

Local Public Agency Administration Office

- Located within the Local Program Administration Office to manage projects administered by LPAs
- Led by the Local Public Agency Administrator (LPAA) – Machael Peterson
- Responsible for coordinating the administration and development of all LPA projects



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LPA Office Responsibilities

- Determining an LPA's ability to manage a project
- Leading the development of the LPA participation agreement
- Managing appropriate SCDOT staff during various phases of an LPA administered project
- Maintaining official SCDOT project files
- Verifying qualified invoices
- Making recommendations for payment
- Monitoring project closure process



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Visit our Website

- Departments/Preconstruction Resource Management/Local Program Administration/Local Public Agency Administration
- Procedures/Forms/Contact Information

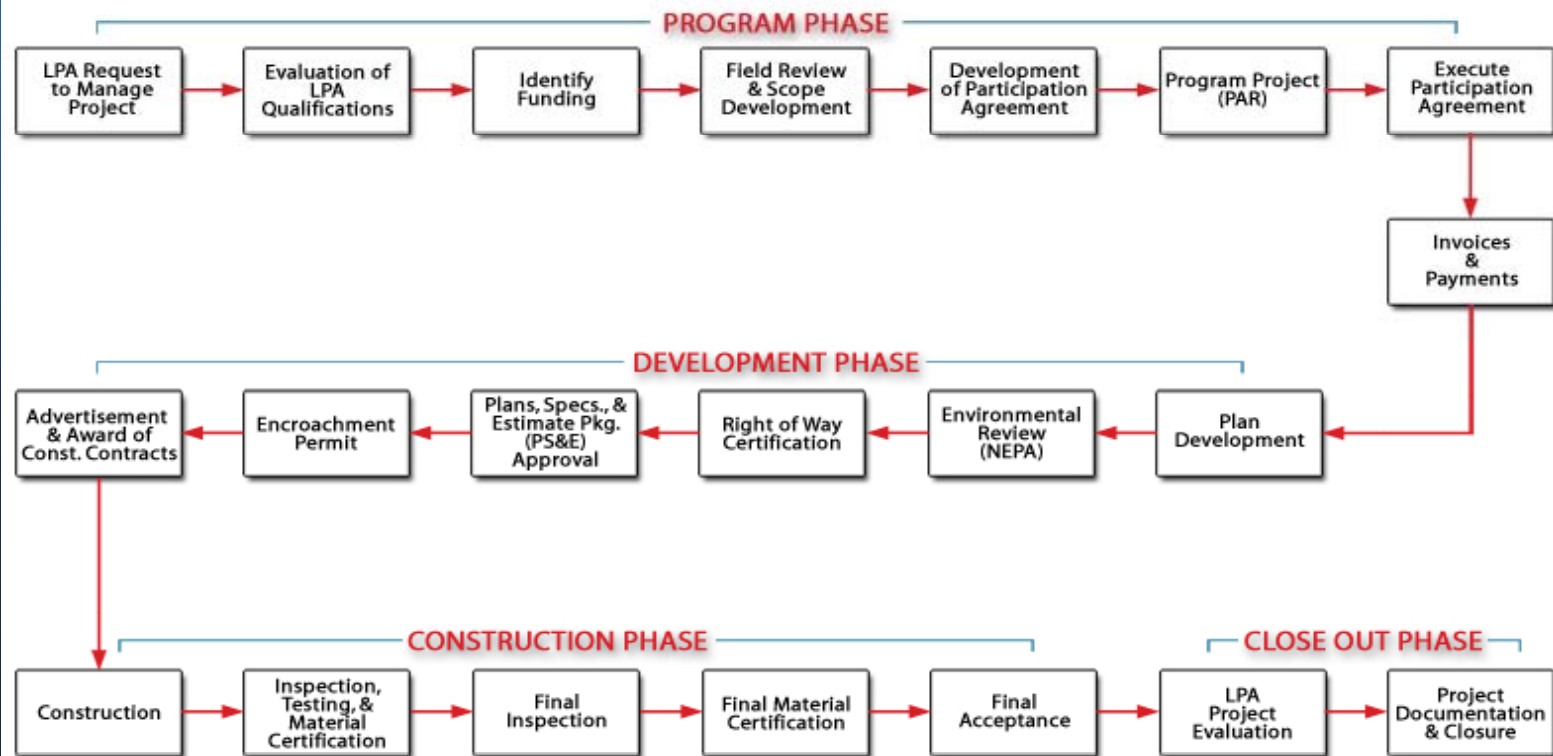


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Local Public Agency Process



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LPA Project Administration Procedures for Future Projects

- Programming Phase
- Project Development Phase
- Construction Phase
- Close Out Phase



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Programming Phase

- LPA Request to Manage Project
- Evaluation of LPA Qualifications
- Identify Funding
- Field Review & Scope Development
- Development of Participation Agreement
- Program Project
- Execute Participation Agreement/Notice to Proceed
- Invoices and Payments

Project Development Phase

- Plan Development
- Environmental Review
- Right of Way
- PS&E Package Approval
- Encroachment Permit
- Advertisement and Award of Construction Contracts

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Construction Phase

- Construction
- Inspection, Testing and Material Certification
- Final Inspection
- Final Material Certification
- Final Acceptance

Project Closeout Phase

- LPA Project Evaluation
- Project Documentation and Closure



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Current Projects

- Priority 1: In development and no construction work has started
- Priority 2: In construction
- Priority 3: Construction complete or 90% complete and final invoice has not been submitted
- Priority 4: Construction complete and final invoice submitted



Current Projects

- All LPAs contacted to insure compliance with Participation Agreements
- **Must make healthy if possible**
- Utilize new procedures at applicable stages of project
- Program Managers can be assigned to assist if requested by District Coordinators
- District Coordinators are currently working with LPAs with new procedures
- District Coordinators submit documentation to LPAA
- If no documentation exists, must show evidence of trying to obtain documentation



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Questions



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