Construction Division

Instructions for:

Locally Assistance Program
Local assistance program manager instruction for request for Authorization to Advertisement

The process begins with a request from a locality through the District Local Assistance Office:

From: Plummer, Reggie, LS (VDOT)
Sent: Wednesday, August 17, 2016 3:07 PM
To: Britton, Richard N. (VDOT)
Cc: Buchanan, Chase R. (VDOT); Musser, Roger (VDOT)
Subject: UPC 106445 Wytheville Heritage Walk Request to Advertise

Richard,

We concur with the locality’s request to advertise the referenced project. The bid documents, Right of Way certification, estimate and LAP-402A are located in iPM. The IID-4 has been verified. I have attached the Authorization to Advertise request letter.

Thanks,

This should include the location on a proposal to review.
Print

- iPM sheets
- Estimate from iPM

![Image of Wytheville Heritage Walk Phase 2 Cost Estimate]

NOTE THIS IS BLANK ESTIMATE as example of what is needed because estimates are confidential.
• Environmental Documents from CEDAR
  • EQ-103

Memorandum

ENVIRONMENTAL CERTIFICATION/COMMITMENTS CHECKLIST

1. SEQP complete?
   - Yes
   - No
   - Exempt
   - Not Required
   Data Source: CEDAR
   Comments: The project is federally funded and SEQP is not required for any project that has been reviewed under the NEPA Process.

2. NEPA complete?
   - Yes
   - No
   - No Federal Action
   Data Source: CEDAR, Project quality dated 12/14/11
   Comments: A Document Re-evaluation at PSE stage has been done. The Re-evaluation verifies the SEQP determination is valid.
   No changes are required to the NEPA documentation.
   If yes, provide document type: Programmatic Categorical Exclusion

3. Water quality permits required?
   - Yes
   - No
   - N/A
   Data Source: CEDAR
   Comments: Per determination dated 9/27/16
   If yes, provide permit types.

4. If yes, have all water quality permits been obtained?
   - Yes
   - No
   - N/A
   Data Source: CEDAR
   Comments: None

5. Cultural resources clear for advertisement?
   - Yes
   - No
   - N/A
   Data Source: CEDAR
   Comments: The project will not impact any historical resources per determination dated 7/20/16.

6. Hazardous materials clear for advertisement?
   - Yes
   - No
   - N/A
   Data Source: CEDAR
   Comments: No hazardous material anticipated within existing right of way per EQ 121 dated

7. Threatened and endangered species clear for advertisement?
   - Yes
   - No
   - N/A
   Data Source: CEDAR
   Comments: No impacts in accordance with determination dated 9/26/16.

• Re-evaluation (AKA EQ-200)

• Retrieve Right-of-way certification from folder: physical folder and from email
Summary of Common issues to review for:

Review Bid Proposal

Items to review:

**Advertisement Package**
- What is the Locality construction participating amount? (percentage or lump sum)
- Current required provision [Local Administered Guidelines for Federal Funds](http://vdotforms.vdot.virginia.gov/)
- LAP 402A Certification of Documents
- Negotiation is not allowed on federally funded projects between the receipt of bids and the award. Ensure the document complies with the LAP Manual and the 23 CFR 635.113 (a). [http://www.ecfr.gov/cgi-bin/text-idx?SID=cb9e440f25c691baa6cf2bb0739ab4e&node=se23.1.635_1113&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=cb9e440f25c691baa6cf2bb0739ab4e&node=se23.1.635_1113&rgn=div8)
- Does the proposal states each bidder must be licensed in Virginia at the time bid is submitted?

Ensure the bidding document and process complies to the requirements of **23 CFR § 635.110 Licensing and qualification of contractors.**

(c) No contractor shall be required by law, regulation, or practice to obtain a license before submission of a bid or before the bid may be considered for award of a contract. This, however, is not intended to preclude requirements for the licensing of a contractor upon or subsequent to the award of the contract if such requirements are consistent with competitive bidding. [http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=173eb01375cbc3240d245b81442ff7ed&rgn=div8&view=text&node=23:1.0.1.7.23.1.1.10&idno=23](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=173eb01375cbc3240d245b81442ff7ed&rgn=div8&view=text&node=23:1.0.1.7.23.1.1.10&idno=23)

- Does Proposal contain Contract completion time?
- Does the proposal include a questionnaire about qualifications to be completed after the receipt of bids?

Questions of qualifications must be addressed prior to advertisement and not after bids are received. See the CFR referenced below. Basically, the contractor should know they are qualified to bid when bids are received. **§635.110 Licensing and qualification of contractors.**
This form, Federal Criteria Sheet will be used as guide for the rest of the process.

**FEDERAL CRITERIA SHEET**

**WORK TO BE ACCOMPLISHED BY:**

**COUNTY, CITY or TOWN**

**STATE PROJECT #: EN-.501**

**FEDERAL PROJECT #: TEA-**

**UPC: 000000**

________________________

Signature

1. An approved environmental document and all identified environmental commitments have been included into the plans and proposals. Yes, PCE - Date

2. All permits have been obtained. None Required

3. All design is in accordance with appropriate design criteria. Yes

4. All Right of Way is clear or will be clear prior to project execution, ROW Certificate dated January 7, 2015

5. All Utility and Railroad relocations and certification have been included appropriately, or satisfactory arrangements have been made. None Required

6. The project meets the requirements of VDOT’s Public Involvement Manual (approved by FHWA) in regards to the public hearing process. Yes

7. All appropriate Federal Aid Project information, including Minimum Wage Rates and EEO provisions have been included. Yes

8. Hazardous wastes have been identified when appropriate, and provisions are provided within the proposal for their safe disposal. Yes

Because of this I will refer to the lines as those steps are done in **LINE #**. This will be out of numeric order but will be useful for them when filling out the form which is a bit more important. Every page that is referenced in filling this Federal Criteria Sheet will be printed for a static physical record.

It should be noted that this form only gets sent out once the comments from the review of the proposal has been returned with everything answered and ready to advertise.
First upon getting an email requesting advertisement for a job start by going to iPM.
Type in UPC here to search for the project.
## Project Information

**Summary**

- **UPC:** 106445
- **State Project #:** EN07-129-243,C501
- **Project Purpose:** Pedestrian access to Elizabeth Brown Park, PE on UPC B59198
- **Sponsor:** Oliver Drainage
- **Project Coordinator:** Chase Buchanan
- **Scope of Work:** Facilities for Pedestrians and Bicycles
- **Description:** WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE

**Project Details**

- **Traffic Count:**
- **Count Date:**
- **Length:** mi
- **Road System:**
- **Enhancement:**

**Location**

- **District:** Bristol
- **County:** WYTHE
- **Town/City:** WYTHEVILLE
- **Residency:** Wytheville
- **Route:** EN07
- **Street Name:**
- **From:** To

**Programming**

- **Federal Oversight:** No
- **Fund Type:** State
- **VIA PIF:** No
- **Order Number(s):** No Plan
- **Schedule Type:** No Plan
- **Functional Classification:** RURAL LOCAL
- **Federal System:** NON NHS
- **Construction Fund Source:** STP
- **Sequential Number:** 243
- **VIA PIF:** 0
- **FHWA 534 Data Number:** 16028
- **Area Location:** Rural
- **Accomplishment:** NON VDOT
- **Project Status:** NO DATES SET VET

**Construction Project Events**

- **Contract Letting:** Awarded
- **Construction Started:** Construction Completed
- **Estimated Construction Completion:** Contract Execution

**Estimates & Expenditures**

<table>
<thead>
<tr>
<th>PE</th>
<th>KY</th>
<th>CN</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$450,000</td>
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</tbody>
</table>

PCE5 Recommended Estimate (Pre-Scooping) | $450,000

Total: $450,000
First click Pool to get to the Federal tab.

Then click the Federal tab to get the Federal Number assigned to the project.

That is located here, put this on the Federal Criteria Sheet.
Open and print selected files. (Make sure to print the first page of the proposal.)
**Integrated Project Manager**

**Project Information**

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<thead>
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<th>Summary</th>
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<tbody>
<tr>
<td>UPC</td>
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<tr>
<td>Project Purpose</td>
<td>Pedestrian access to Elizabeth Brown Park, Rte on UPC 88999.</td>
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<tr>
<td>Project Coordinator</td>
<td>Chase Beucke</td>
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<tr>
<td>Sponsor</td>
<td>Silver Sponsorship</td>
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<td>Description</td>
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<td>Street Name</td>
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<tr>
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<td>Functional Classification</td>
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<td>Federal System</td>
<td>00111</td>
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<td>PCEs Recommended</td>
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<tr>
<td>Estimates (Pre-Bidding)</td>
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<td>Expenditures</td>
<td></td>
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</tbody>
</table>

*Next Click iPM for the Project Number and Description.*

*Project Number*

*Description*

*County, City or Town*
Memorandum

To: David Buhl
Project Name: Wytetville Heritage Walk, Town of Wytetville, NY
Project Number: ENG7-339-243
UPC: 106440
Date of Review: August 2, 2016
Reviewer: Carbon Babson

ENVIRONMENTAL CERTIFICATION/COMMITMENTS CHECKLIST

1. SRR complete?
   □ Yes □ No □ Exempt □ Not Required
   DataSource: CEDAR
   Comments: The project is federally funded and SRR is not required for any project that has been reviewed under the NEPA Process

2. NEPA complete?
   □ Yes □ No □ No Federal Action
   DataSource: CEDAR, Project qualified for NEPA dated 12/24/71
   Comments: Document Re-evaluation of PSE stage has been done. The Re-evaluation of PSE stage is not required.
   No changes are required for the NEPA documentation.
   If yes, provide document type: Programmatic Categorical Exclusion

3. Water Quality permits reviewed?
   □ Yes □ No □ N/A
   DataSource: CEDAR
   Comments: Per determination dated 7/27/16
   If yes, provide permit types:
   □ Yes □ No □ N/A
   Comments: None

4. Cultural resources clear for advancement?
   □ Yes □ No □ N/A
   DataSource: CEDAR
   Comments: Per determination dated 8/20/16
   Comments: None

5. Hazardous materials clear for advancement?
   □ Yes □ No □ N/A
   DataSource: CEDAR
   Comments: No hazardous material anticipated within existing right of way per EQ-103 dated 8/24/16

6. Threatened and Endangered species clear for advancement?
   □ Yes □ No □ N/A
(LAP 402A) CERTIFICATION OF DOCUMENTS
(To be completed by LPA Project Manager)

STATE PROJECT#: EST. 07 - 139 - 102
FEDERAL PROJECT #: 104445

☐ NEPA Document
☐ Permits (if applicable) ☐ N/A
☐ Waivers & Design Exceptions (includes criteria)
☐ Right of Way Certification (includes Railroad & Utilities certifications)
☐ Agreements (includes Railroad, Utilities and Right of Way)
☐ Public Hearing/Willingness/Waiver requirements per LAP Manual Ch 12.4 have been met.

☐ Design is in accordance with appropriate Design Criteria or Waiver
☐ Submittal of Construction/Transportation Management Plan (TMP) (required for roadway projects) ☐ N/A
☐ Plans / No-Plan Assembly
☐ Proposal
☐ Required Forms
☐ Required Federal Provisions & Current Wage Rates
☐ Environmental Permits (if applicable) ☐ N/A
☐ Project Specific Provisions
☐ Construction Engineer's Estimate including Construction Engineering & Inspection (CEI), Contingency, Local Fines, Contract Requirements, & Railroad Cost for Budget
☐ Environmental Certification EQ-103 (provided by VDOT)
☐ PS&E Pre-evaluation (provided by VDOT)
☐ RW Certificate No. Date 8-4-2016 (provided by VDOT)

I certify for the subject project the required items listed above and necessary for federal authorization to advertise have been completed, checked and the Proposal & Plans have been prepared in accordance with the standards and requirements included in the Locally Administered Projects Manual and are attached.

[Signature]
[Printed Name]
[Date]

VDOT DISTRICT CERTIFICATION

I certify for the subject project the required items listed above and necessary for federal authorization to advertise have been completed, reviewed by District staff, entered into PM where applicable, and the Proposal & Plans have been prepared in accordance with the standards and requirements included in the Locally Administered Projects Manual and are attached.

[Signature]
[Printed Name]
[Date]
**LINE #5 (EQ-200 - Reevaluation for PSE Authorization)**

### Project Information

- **Project Number**: E007-139-243, C031
- **UPC**: 106445
- **Project Name**: WYTHEVILLE HERITAGE WALK, TOWN OF WYTHEVILLE, PH II
- **Route Number**:
- **District**: City/County
- **Residency**: Wytheville
- **IPM Project Description**: Wytheville HERITAGE WALK, TOWN OF WYTHEVILLE
- **Additional Project Description**: Street paving original clearance under UPC 86990. Env. updates required under 106445

### Reevaluation Type / Reviewers

- **NEPA Document Approval Date**: 05/02/2016
- **FHWA Contact**: [Name]
- **NEPA Document Type**: PE
- **Project Manager**: [Name]
- **Environmental POC**: [Name]

### Reevaluation Questions

1. If the current project design, right of way limits and/or scope within the study area evaluated in the most recently approved environmental document? Y
   - **Comments**: [Comments]
2. Has the project design complied with all environmental commitments or conditions identified during project development? Y
   - **Comments**: [Comments]
3. Project limit in environmental document:
   - **From**: Phase II Main Street
   - **To**: Elizabeth Browning Park
   - **Project limit proposed on current plans**
   - **From**: [From]
   - **To**: [To]

**Note:** If this date is blank, the second (form date) one can be used.
August 18, 2016

Wytheville Heritage Walk
Project: (NFO) EN07-139-343, C501
Federal Project: TAP-5139 (118)
From: Main Street
To: West Washington Street
Wythe County; UPC/ID 106445

MEMORANDUM:

TO: Mr. K. A. Bates, P.E.

ATTENTION: Mr. D. E. Silies

RE: Certification No. II for Advertisement & Construction

This will certify that all rights of way required for this project have been acquired or legal right of entry onto each parcel has been obtained for the advertisement and construction of this project.

No persons, businesses, or nonprofit organizations were displaced by the right of way acquisition for this project; therefore, relocation assistance was not required. There are no railroads or buildings affected by the proposed construction.

In addition, to the best of our knowledge, the right of way for this project is free of contaminants.

Utility work that is to be performed during construction will be covered by a special provision or utility plan inclusion in the contract assembly.

Right of way has been acquired in accordance with current FHWA directives covering the acquisition of real property. It is satisfactory to advertise this project for construction bids and for construction to proceed with respect to right of way and utilities.

L. A. Snider
State Right of Way and Utilities Director
NOTE: If off national highway system, you don’t need DB Wages.
Pull CO Right of Way Certificate

Enter project data on the Local Admin. Project Log.
\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\1 Local Admin. Projects Log
Build document in **(1) Work Sheet** Folder

\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\aabLocalGovProjects\(1) Work Sheets

Folder will be named as example: EN02-057-125,C501 UPC - 63560 Mathews CH streetscape

This is **EN##** for the type of work, Project#, UPC#, Description

- Add UPC named folder to site:  
  https://insidevdot.cov.virginia.gov/div/sc/Const/LA/Locally%20Administered%20Projects/Forms/AllItems.aspx

This will be in the appropriate type folder.
  - Enhancements
  - Local Projects

- Add Link to template email.

Request authorization to advertise to Federal Program Management Division and copy District Project Coordinator. (Copy all that was copied in the District Email.) **NOTE this is done only after proposal comments have been completely addressed.**

Place files folder in corresponding file:
  - Federal Criteria Sheet
  - Preliminary Cost Summary
  - Award Excel Sheet (Fund Verify & Award Cost Smry-Fund Dist.)
  - Authorization Request Email

Local projects:  
\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\aabLocalGovProjects

Enhancements:  
\wcs00725\fs_cogroups$\COCONST\Users\Clerical\FedSubmission2\aabENProjects

Print the Federal Authorization from the Federal System. Place the printed authorization in file. The authorization date also is found on the Federal tab under POOL.

**FHWA Information Systems - UPACS Login**  
https://fhwaapps.fhwa.dot.gov/upacsp/tm?transName=MenuSystem&action=buildHTML