

Local Programs Workshop

The 3rd Annual Local Programs Workshop hosted by the Local Assistance Division was held in September at the Hotel Roanoke. We had over 400 participants from local governments, consultants, contractors and VDOT staff at this intense two days of networking and information sharing. This year's Workshop offered a "Boot Camp" for those new to local project delivery, a track for Local Government administration staff, a focus on project management and construction, along with a group of repeated sessions to give participants an additional opportunity to attend desired sessions. Special thanks to Whitman, Requardt and Associates and Rinker Design Associates for providing social networking opportunities. All presentations and workshop materials are posted on our [website](#) making them available for those who may not have been able to attend the workshop.



Planning for the 2015 Local Programs Workshop is already underway. The workshop will be held in the Hampton Roads area in September 2015. Look for additional information in upcoming Newsletters.

Volkert, Inc.—Local Assistance Division & Breast Cancer Foundation

Volkert, Inc., a platinum level sponsor for the 2014 Local Program Workshop, hosted the 2nd Annual charity golf outing at Hanging Rock Golf Course in Salem, Virginia the day before the workshop. Proceeds were designated to go to the Virginia Breast Cancer Foundation and the event raised \$700. In addition, Local Assistance Division honored Breast Cancer Awareness month by challenging staff to make a donation if they wore "Pink & Jeans" on October 22nd and \$300 was collected. This will bring a grand total of \$1,000 to be donated to the Virginia Breast Cancer Foundation from Volkert and Local Assistance.



LOCALLY ADMISTERED PROJECTS

LAP Manual—Recent Updates

On October 1st a revised version of the LAP Manual was posted on the Local Assistance website. Substantive changes included an extensive update to Chapter 17—Civil Rights. Specifically, section 17.2 Title VI Requirements & Processes has been greatly expanded.

Additionally updates include: expanded checklists have been added to chapters 8 and 10-19; CMAQ obligation and expenditure timelines are now the same as for RSTP and HSIP (CH 8.8.1); "On-call" agreements having a value greater than \$200,000 or that do not specify a fee must receive a pre-award review (CH 11.2.9); Code of Virginia references have been updated to reflect the re-codification of Section 33.1 of the Code to Section 33.2.

Re-Codification

The 2014 General Assembly Session approved HB 311, which created Title 33.2 (Highways and Other Surface Transportation Systems) of the Code of Virginia as a revision of existing Title 33.1. All Code of Virginia references in Local Assistance Division documentation have been updated to reflect the re-codification of Section 33.1 of the Code to Section 33.2.

FY 2015 VDOT BUSINESS PLAN

LAD has an assigned item in the current VDOT Business Plan to, ***“Establish a District Local Projects Advisory Group to provide input on development of guidance and local program administration. This group would complement the Local Project Stakeholders Group (local government) established in 2013; and from the membership of both groups, establish a joint subcommittee to identify strategies for improving local project delivery by July 1, 2015.”***

The business plan item ties both the Local Government Stakeholders Group and the District Advisory Group together to form the subcommittee that will develop strategies to improve local project delivery. LAD has been busy meeting and working with both groups, and recognizes the value they offer. At this time, both groups have begun formulating and prioritizing their respective ideas. The subcommittee will be formed and a meeting is tentatively planned for February, 2015, to discuss, prioritize and finalize the top strategies to meet the objective of the Business Plan. Ideally, the outcomes from these groups will ultimately make the local program more effective and efficient. As a result, LAD plans to sustain these groups after the business plan objective is complete.

District Advisory Group

The District Advisory Group was formed in July 2014 and has met twice, with the most recent meeting being held on October 9. The group's efforts-to-date include identifying areas for potential improvement from the district Project Coordinator's perspective, and classifying and prioritizing the top items. The top categories include: Schedules and Estimates, Pre-qualified consultants for LPA's, LPA starter pack/mini-LAP Manual, increased LAD interaction with LPA's, identify VDOT "go-to" persons for specific process questions. Several volunteers were tentatively nominated to serve on the subcommittee.

Local Government Stakeholders Group

The Local Government Stakeholders Group was formed in June 2013 and has met four times, with the most recent meeting being held on October 29. The Local Government Stakeholders Group efforts-to-date include identifying three strategic focus area for local project delivery improvement from the local government perspective. The three areas identified are: streamlining, consistency, and training. The group has also drilled-down into specific actions to address each focus area. As with the District Advisory Group, the Local Government Stakeholders Group worked at its last meeting to define and prioritize specific actions to improve delivery of local projects that will be submitted to the subcommittee for consideration and refinement.

FUNDING PROGRAMS

Revenue Sharing Program

In June 2014, the Commonwealth Transportation Board (CTB) approved \$180.7M in total state allocations for 212 projects for the FY2015 Revenue Sharing Program. This included \$18.2M for 28 maintenance priority projects that addressed deficient pavement or bridges. The \$4.6 million that was de-allocated from 24 inactive projects by the CTB in January 2014 was also included with the FY2014 allocation.

The Local Assistance Division is finalizing its review of another round of inactive projects subject to de-allocation by the CTB in January 2015 and these funds are anticipated to be included with the FY2016 Program allocation.

Applications are currently being reviewed for FY2016.

Transportation Alternatives Program (TAP)

The Transportation Alternatives Program (TAP) is currently processing applications received for this year's November 1 deadline. Applications will be reviewed throughout November and project sponsors contacted if additional information is required. Scoring will begin in December with tentative selections to be made in the Spring. It is anticipated that approximately \$18M will be available for allocation this year.

TRAINING OPPORTUNITES

2015 Transportation Project Management Institute (TPMI)

It is not too early to start thinking about TPMI!

This year's institute is scheduled for May 12-21 at the UVA Darden School of Business in Charlottesville. TPMI is an eight day intensive residential training program exclusively designed for managing the development phase of transportation projects. The program has been developed specifically for project management practitioners from VDOT, local government, and private consulting firms. VDOT plans to offer partial Local Government Scholarships again this year. More information regarding these scholarships will be available in the January 2015 Newsletter. Additional information regarding TPMI can be located at:

<http://www.cts.virginia.edu/transportation-project-management-institute/>.

SIGN UP NOW! The University of Virginia Transportation Training Academy (UVA TTA) is accepting registrations for classes for the rest of the year. You can see more information on classes [through our website](#). VDOT employees must register through VDOT U/Virtual Campus.

A LITTLE GOOD NEWS

Special Experimental Projects Review & Approval Process

Generally, federal aid construction contracts must be procured on a project by project basis using a low bidder process. However, through a process known as a Special Experimental Projects (SEP) review and approval process, innovative contracting methods can be tested and ultimately approved. The Design-Build approach began as a SEP before being approved by the FHWA as a standard practice. Fairfax County and VDOT has been approved to test another innovated contracting method, known as Job Order Contracting (JOC). Job Order Contracting is similar to and often referred to Indefinite Delivery Contracting or Basic Order Agreement Contracting. During this method of procurement, projects are competitively bid with indefinite quantity and indefinite delivery at fixed unit construction prices. Initiated during a recent Local Stakeholders partnering meeting, Fairfax County requested that VDOT and FHWA look into approving the use of one of Job Order Contract for a number of their federally eligible Transit, Pedestrian, and Bicycling projects. Fairfax County's approval proposal can be found on FHWA's SEP for Innovative Contracting [webpage](#). Performance results from Fairfax's and other approved JOC SEPs will be used by FHWA in the future during future rulemaking, which just might establish JOC as an approved standard process. Congratulations to Fairfax County!

Employee Spotlight—Brandon Marsh

Brandon began his VDOT career in June 2013 as a Core Development Program (CDP) associate with Local Assistance Division. Since joining the LAD team he has completed several rotations throughout the division to gain exposure to the roles LAD has within VDOT. Once Brandon completes his CDP in June, he would like to transition to a permanent position in LAD.

Prior to joining VDOT he attended Virginia State University where he obtained his BA in Business Management.

When not working he enjoys spending time with his fiancé and two children in their new home.



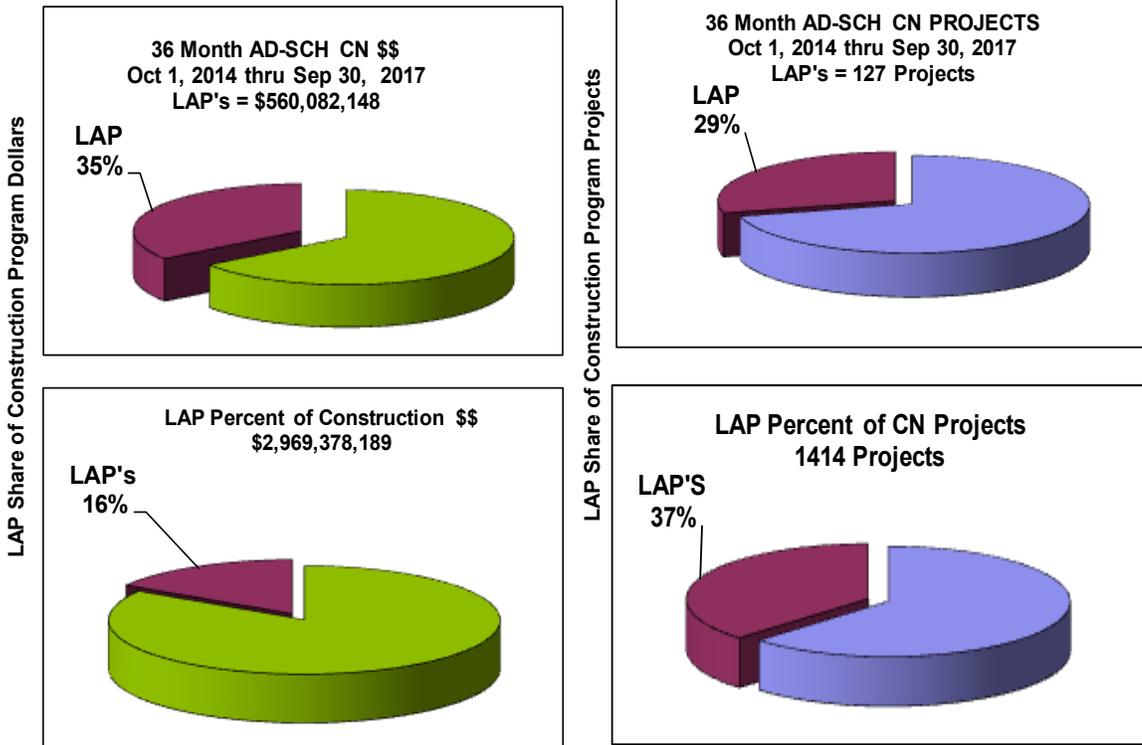
MESSAGE FROM LAD DIRECTOR

We continually seek ways to improve Virginia’s local program through process improvement and regular communication with our partners. Each year, VDOT develops a Business Plan that outlines strategic initiatives that the Department intends to focus on. As highlighted earlier in this newsletter, this year’s effort will be focused on identifying strategies to improve local project delivery. Over the years, our most successful efforts and most impactful program changes have come by working closely with local government and VDOT staff to identify process and program improvements. Through the work of groups like the Local Stakeholders Group, District Advisory Committee, and the Urban Construction Initiative Workgroup, we have been able to identify issues and brainstorm ways to address concerns to make local project delivery more efficient and effective. The certification of the City of Virginia Beach and the recent SEP-14 for Job Order Contracting in Fairfax County are tangible benefits of our partnering, among many others. These collective efforts have been recognized by FHWA in their Every Day Counts initiative, where Virginia is being highlighted as a Champion state for stakeholder partnering. Thank you for your partnership and your willingness to work with us to continue to make the program better and stronger in order to meet Virginia’s transportation needs!

LOCALLY ADMINISTERED PROGRAMS PERFORMANCE REPORT

The charts below are a representation of the role locally administered projects have in the overall statewide construction program and the 36 month advertisement schedule. The charts indicate the percentage of active projects that are locally administered as they relate to construction dollars and construction projects. In the 36 month advertisement schedule, **35% of construction dollars** are used for locally administered projects and **29% of all projects** are locally administered.

Note: Total construction program data is from the data warehouse on active projects only. 36 month advertisement schedule is from VDOT’s integrated project management system.



We're on the Web!
<http://www.virginia DOT.org/business/local-assistance.xml>

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