

Introduction

2013 is the second year that Local Assistance Division has conducted Project Level Assessments under the Compliance Program. The purpose of the program is to assess local government and VDOT compliance with federal and state laws and regulations, and other requirements as outlined in the Locally Administered Projects Manual.

2013 Assessments

Seven projects within six localities were selected for review from a query of federally funded, advertised projects with various fund sources, complexity, geographical location and project type. Local Assistance Division performed an independent project level assessment on the preliminary engineering phase documentation on the projects listed below:

UPC# 67974 – Upgrade roadway and utilities
STP Funds – Total Estimate \$12,268,406

UPC# 92123 – Improve safety and capacity
MG/STP Funds – Total Estimate \$3,198,924

UPC# 72798 – Intersection & Ramp Improvements
RSTP Funds – Total Estimate \$1,148,410

UPC# 58641 – Improve Horizontal Alignment
STP Funds – Total Estimate \$602,867

UPC# 83930 - Realignment
DEMO Funds – Total Estimate \$1,740,340

UPC# 51866 – Intersection Improvements
STP Funds – Total Estimate \$83,601,820

UPC# 52148 – Widening
STP Funds – Total Estimate \$12,303,242

Documentation requested from the local government included:

- Consultant procurement documents for design and/or construction services
- Memorandum of Agreement or Consultant Contract
- Questionnaire to be completed providing information on the localities
 - ↳ management and oversight of project delivery

- ↪ management for right of way acquisitions
- ↪ labor compliance review training
- ↪ process for compiling and maintaining environmental documentation, environmental commitments and implementation of commitments along with project scope changes that impacted the original footprint

An “in-office desk review” was performed on the above listed project documentation from functional areas within VDOT’s Central Office such as Procurement, External Audit, Environmental and Civil Rights.

Findings:

- Sole Source authorization documentation not included in package
 - *Recommendation/Action* - To provide documentation affirming approval by VDOT to secure consultant through Sole Source procurement.
- VDOT conducted Labor Compliance reviews for local government
 - *Recommendation/Action* – Labor Compliance is not a VDOT oversight item, local government is solely responsible for ensuring compliance. Recommendation to receive training from District Civil Rights office to ensure they are able to conduct their own labor interviews and meet requirements for Labor Compliance activities.
- Advertisements published for minimum calendar days
 - *Recommendation/Action* – To provide a response opportunity from the maximum number of consultants, VDOT’s Locally Administered Projects Manual recommends advertising at least 30 calendar days.
- The cities of Richmond, Bristol and Chesapeake were identified as having Good Management Practices in place to successfully manage a locally administered project.
 - *Good Management Practices Identified* – In Labor Compliance Reviews and Training.

Next Steps

Local Assistance Division will begin selecting various locally administered projects throughout the state in February to conduct project level assessment “desk reviews” for the 2014 LAP Compliance Assessments.