

TIP Approved...

{ What are the Next Steps?

Whitney Sullivan
Local Programs Development Office



Organizational Chart

Whitney Sullivan
Manager 2

Charisse Westfall
ASA 2

Traditional

Kip Mayton
Manager 1

Nate Brugler
Supervisor
Regions 2 & 4

Kimery Grant
Supervisor
Regions 1 & 3

Donovan Chumbley
Program Monitor 2
Region 2

Denise Baker
Program Monitor 2
Region 3

Meghan Wilson
Program Monitor 1
Region 4

Eli Jones
Program Monitor 2
Region 1

Vicki McGee
ASA 2

State Aid

John Phillips
Manager 1

Maria Hunter
Program Monitor 2
State-Let

Jamica Cook
Program Monitor 2
State Aid

Finance

Matt Burcham
Manager 1

Rachel Miller
Program Monitor 1

Grants

Neil Hansen
Manager 1

Lisa Dunn
Supervisor
TAP/SRTS

Diana Benedict
Program Monitor 2
SRTS

Sarah Sutton
Program Monitor 2
TAP/SRTS

Dustin Shane
Summer Intern

⌘ Local Programs serves as the single point of contact for:

- Project Correspondence
- Project Submittals
- Project Coordination



⌘ A checklist is provided for project milestones

⌘ If guidelines are not followed, withdrawal of **all** federal and/or state funding may occur

Programs that Must Follow the Local Programs Process:

- ⌘ Surface Transportation Block Grant (STBG)
- ⌘ Congestion Mitigation and Air Quality Improvement (CMAQ)*
- ⌘ Bridge Replacement and Rehabilitation (BRR)
- ⌘ Transportation Alternatives Program (TAP)
- ⌘ Transportation, Community, and System Preservation (TCSP)
- ⌘ High Priority Program (HPP)*
- ⌘ Safe Routes to School (SRTS)
- ⌘ Roadscapes*

Programs that Must Follow the Local Programs Process:

- ⌘ Federal Lands Access Program (FLAP)
- ⌘ Ferry Boat Discretionary (FBD)
- ⌘ National Historic Covered Bridge Preservation Program (NHCBP)
- ⌘ Local Interstate Connector (LIC)
- ⌘ State Industrial Access Road (SIA)*
- ⌘ Interchange Lighting
- ⌘ Multimodal Access Grant*

Local Government Guidelines Manual (LGGM)

March 1, 2016

Version:

Revised April 15, 2017



TENNESSEE DEPARTMENT OF TRANSPORTATION

IN COOPERATION WITH
THE FEDERAL HIGHWAY ADMINISTRATION

LOCAL GOVERNMENT GUIDELINES FOR THE MANAGEMENT OF FEDERAL AND STATE FUNDED TRANSPORTATION PROJECTS

ISSUED BY THE PROGRAM DEVELOPMENT AND
ADMINISTRATION DIVISION

SIXTH EDITION

MARCH 1, 2016

REVISION DATE: APRIL 15, 2017

http://www.tn.gov/assets/entities/tdot/attachments/LGG_Manual.pdf

Flowcharts

Stop Signs

Sixth Edition, March 2016 (rev. April 15, 2017)

Local Government Guidelines for the Management of
Federal and State Funded Transportation Projects

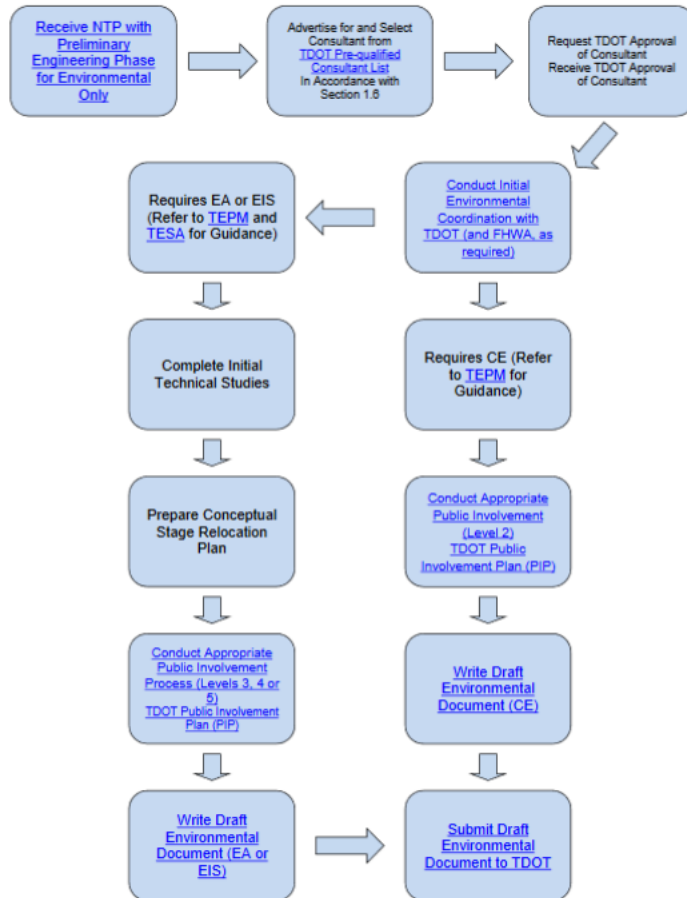


Figure 4-1 – Public Involvement/NEPA Flow Chart

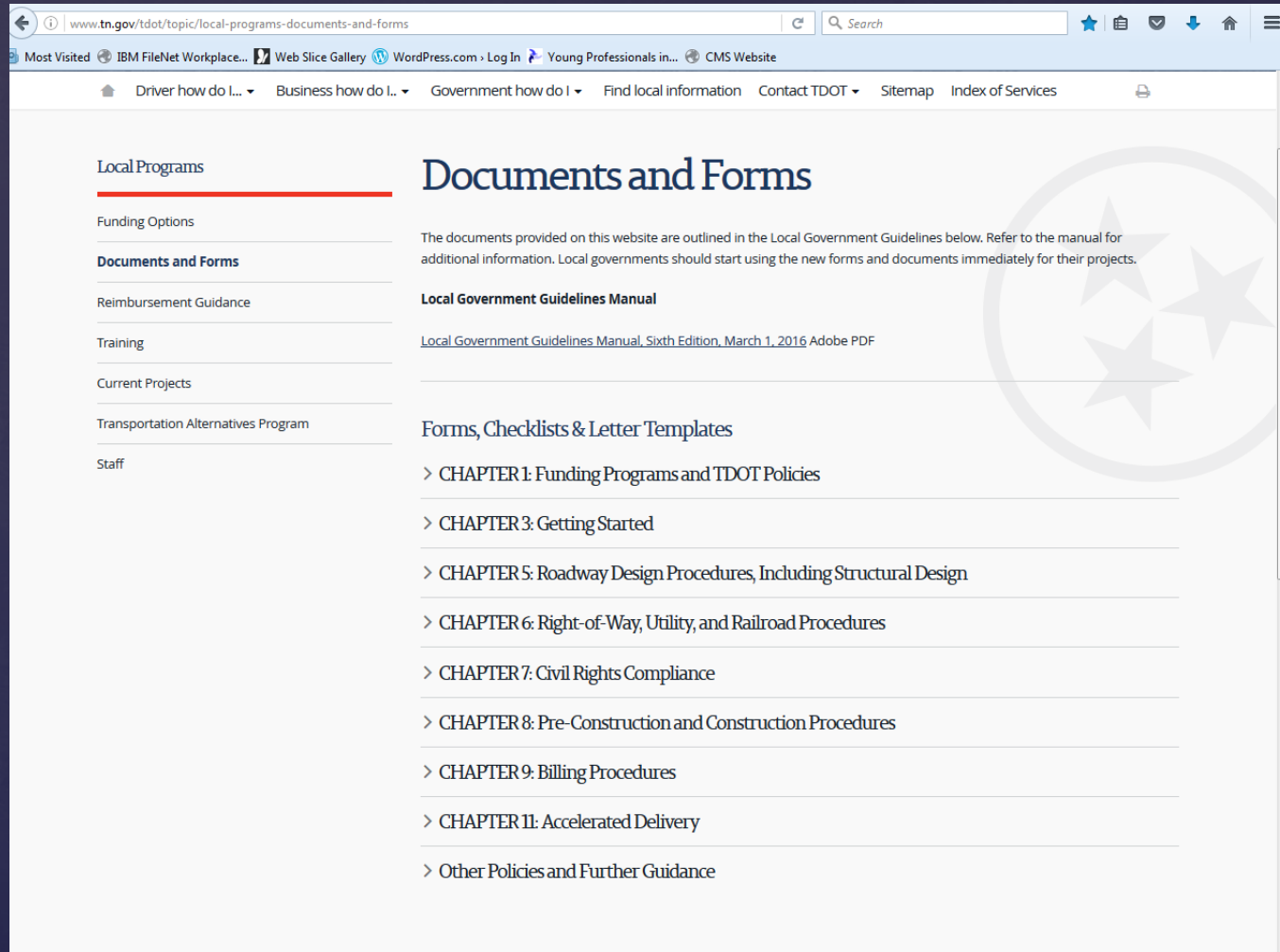
Sixth Edition, March 2016 (rev. April 15, 2017)

Local Government Guidelines for the Management of
Federal and State Funded Transportation Projects



The LG must proceed no further with project development until it receives approval of the final environmental document.

LGGM Forms



The screenshot displays the TDOT website's 'Documents and Forms' page. The browser address bar shows the URL www.tn.gov/tdot/topic/local-programs-documents-and-forms. The page features a navigation menu on the left with links to 'Local Programs', 'Funding Options', 'Documents and Forms' (highlighted), 'Reimbursement Guidance', 'Training', 'Current Projects', 'Transportation Alternatives Program', and 'Staff'. The main content area is titled 'Documents and Forms' and includes a paragraph stating that documents are outlined in the Local Government Guidelines. Below this, there is a link to the 'Local Government Guidelines Manual' and a list of chapters under the heading 'Forms, Checklists & Letter Templates'. A large, faint circular logo with three stars is visible in the background on the right side of the page.

Local Programs

Funding Options

Documents and Forms

Reimbursement Guidance

Training

Current Projects

Transportation Alternatives Program

Staff

Documents and Forms

The documents provided on this website are outlined in the Local Government Guidelines below. Refer to the manual for additional information. Local governments should start using the new forms and documents immediately for their projects.

Local Government Guidelines Manual

[Local Government Guidelines Manual, Sixth Edition, March 1, 2016 Adobe PDF](#)

Forms, Checklists & Letter Templates

- > CHAPTER 1: Funding Programs and TDOT Policies
- > CHAPTER 3: Getting Started
- > CHAPTER 5: Roadway Design Procedures, Including Structural Design
- > CHAPTER 6: Right-of-Way, Utility, and Railroad Procedures
- > CHAPTER 7: Civil Rights Compliance
- > CHAPTER 8: Pre-Construction and Construction Procedures
- > CHAPTER 9: Billing Procedures
- > CHAPTER 11: Accelerated Delivery
- > Other Policies and Further Guidance

<http://www.tn.gov/tdot/topic/local-programs-documents-and-forms>

A New Project in the TIP...

What do the cities need to do to get their project initiated?

FY 2017-2020

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)



Adopted 08.25.2016

MEMPHIS URBAN AREA METROPOLITAN
PLANNING ORGANIZATION (MPO)

[Programa de Mejora de Transporte para MPO de Memphis]

Project Initiation Packet



Local Government Guidelines Form 3-1
March 1, 2016

Local Government Managed Project Initiation Checklist and Form

Below you will find a checklist that will aid you in the process of establishing a federally or state-funded project that your agency wishes to manage and let to construction. Please check off the items in the checklist below to be sure that you have all of the necessary information that is required for the process of beginning a new project. A detailed description of each item is located on the following pages and in the Local Government Guidelines.

1. ☐ Description of the Project
 - ☐ Location Map (attachment)
 - ☐ Description of Project Limits
 - ☐ Length of Project
 - ☐ Functional Classification
 - ☐ Railroad Information (if applicable)
 - ☐ Anticipated Project Budget
2. ☐ List of Consultants Involved in Project (If not seeking reimbursement)
3. ☐ Local Government's Experience
4. ☐ Resumes/Qualifications for Local Government staff (attachment)
5. ☐ Responsible Charge Form
6. ☐ List of Civil Rights Coordinator(s), Title VI, DBE Liaison
7. ☐ Copy of any Agreements / Contracts / MOU Or Certification of Compliance Regarding Third Party Contracts (attachment)
8. ☐ Proprietary Items
9. ☐ Method of Bidding Statement (attachment)
10. ☐ Copy of TDOT Right-of-Way Training Certificate (attachment)
11. ☐ Copy of Local Government Guidelines Manual Certificate (attachment)
12. ☐ Most Recent Audit (attachment)
13. ☐ Reimbursement Signatures
14. ☐ Purpose and Need Statement (attachment)
15. ☐ Donated Services or Land (Federally Funded Only) (attachment)
16. ☐ Copy of the TIP Page (attachment)
17. ☐ Copy of Traffic Study Warrant for New Signal (attachment)

_____ Date	_____ County
_____ Local Government Official / Project Supervisor	
<small>The information included in the checklist must be submitted to the Department (Local Program Development Office, Suite 600, James K. Polk State Office Building, 505 Deaderick Street, Nashville, TN 37243-0341 or Local.Programs@tn.gov)</small>	

- ✧ Project Description
- ✧ Location Maps
- ✧ Locals' Experience
- ✧ Responsible Charge
- ✧ Training Certificates
- ✧ Most Recent Audit
- ✧ Purpose and Need Statement
- ✧ Reimbursement Signatures

ITS Projects

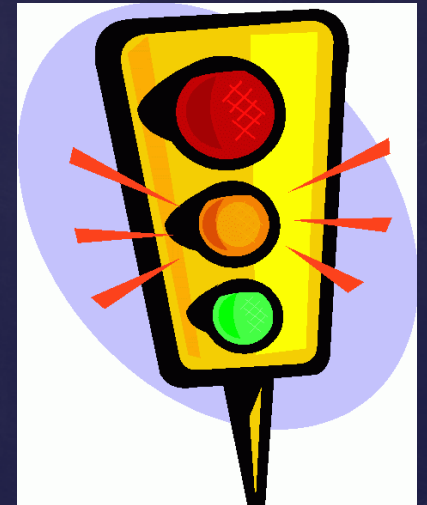
⌘ Must determine if ITS **before** placing in TIP

⌘ Tennessee ITS Project Identification Form must be completed and submitted:

- [ITS Project Identification Form](#)
- Helps determine whether a Systems Engineering Analysis (SEA) is required
- Locals submit to TDOT.TrafficOps@tn.gov

⌘ Project level determined by TDOT:

- High Risk
- Low Risk
- Non-SEA



ITS Checklist

Tennessee ITS Project Identification Form

INSTRUCTIONS: Refer to Section 4.2 of the TDOT ITS Project Development Guidelines. Attach or make available any documents referenced in this form when submitting.

SECTION 1 – PROJECT INFORMATION

Agency: _____

Agency Information (Address, phone number, e-mail, etc):

Project Name and Location:

- ☐ New Project
☐ Modification Project
☐ Expansion Project

Nature of Work:

- | | |
|--|--|
| <input type="checkbox"/> Planning | <input type="checkbox"/> Scoping |
| <input type="checkbox"/> Design Software / Integration | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Maintenance (Equipment Replacement) |
| <input type="checkbox"/> Evaluation | <input type="checkbox"/> Other: _____ |

Please provide the following background information. In most cases, 1-3 sentences will be sufficient for each item.

Brief Description of ITS project objectives – (What is the purpose of the project? What needs are being addressed?):

Project Summary – (What solutions will address the needs? What major elements will be installed? What major function(s) will be performed?):

Work to Date: (Any preliminary planning, investigation of options, associated internal or external systems examined?):

SECTION 2 – RISK ASSESSMENT

(For each question, answer Yes, No, Not Sure or N/A for not applicable):

1 – Will the project depend on **only your agency** to implement and operate?

2 – Will the project use only software proven elsewhere, with **no new software** writing?

3 – Will the project use only hardware and communications **proven** elsewhere?

4 – Will the project use only **existing interfaces** (no new interfaces to other systems)?
_____ (If YES include reference)

5 – Will the project use only **existing system requirements** that are well documented?
_____ (If YES include reference)

6 – Will the project use only **existing operating procedures** that are well documented?
_____ (If YES include reference)

7 – Will the project use only technologies with service life **longer** than 2-4 years?

SECTION 3 – FUNDING

Identify all that apply: ☐ Local Agency ☐ State ☐ Federal Funds

TIP/STIP Identification and Description:

Agency Representative _____ Signature _____ Date _____

MPO/RPO Representative _____ Signature _____ Date _____

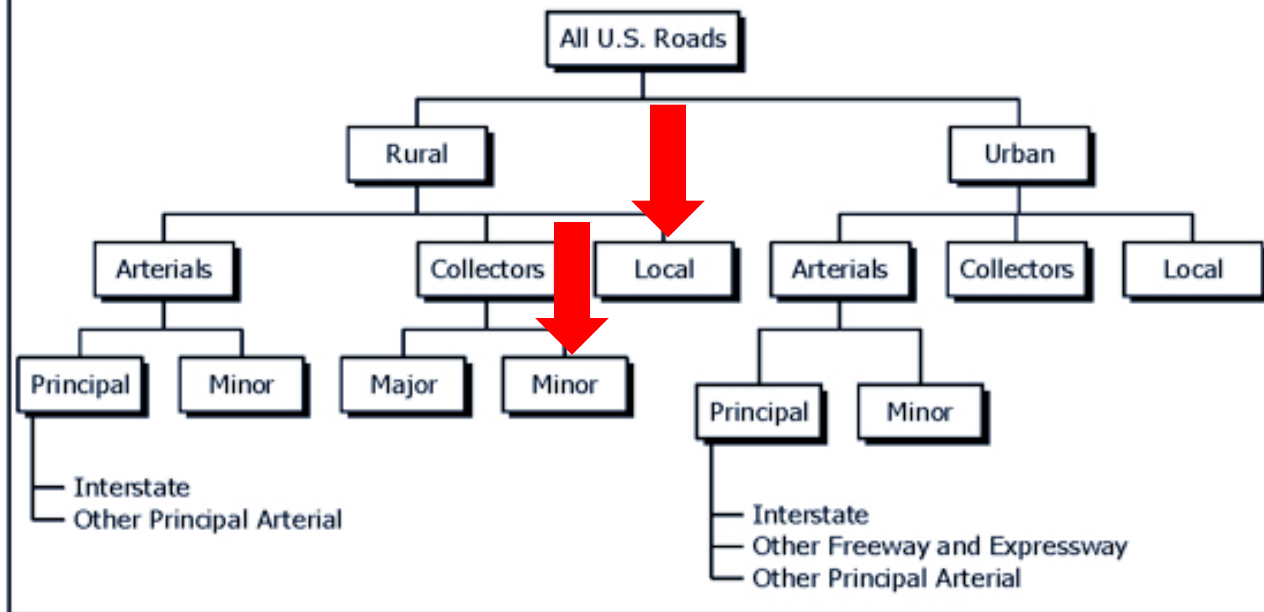
- | | |
|---|--|
| <input type="checkbox"/> No additional documentation required | <input type="checkbox"/> Inconclusive risk level determination (SSEAF is required) |
| <input type="checkbox"/> Low Risk (SSEAF is required) | <input type="checkbox"/> High Risk (SEAR is required) |

TDOT Representative _____ Signature _____ Date _____

Functional Classifications of Roadways

Exhibit 2-4

Highway Functional Classification Hierarchy



TIP Page

- Length
- Total Cost
- Termini
- Scope
- Fiscal Year
- Phase
- Funding Type
- Total Funds

TABLE OF CONTENTS
 INTRODUCTION
 TDOT PROJECTS
 MDOT PROJECTS
 LOCAL TN PROJECTS
 LOCAL MS PROJECTS
 CRAQ PROJECTS
 TRANSIT PROJECTS

New TIP Page Adopted 08.25.2016


TIP # STP-M-2000-09
Lead Agency Memphis
Project Name North Second Street
Termini/Intersection I-40 to US-51

TDOT PIN # 101968.00
Length 2.50 miles
Horizon Year E+C
County Shelby
Rm # E+C
Conformity Non-Exempt
Total Cost \$55,528,100

Project Description
 Improve North Second Street corridor to a parkway design including right-of-way acquisition, reconstruction of sidewalks, provisions for bicycles, landscaping, and utility relocation. From I-40 to A.W. Willis Avenue, Second Street and Third Street will both be improved to provide two-lane two-way roadways with two-way left-turn lanes. From A.W. Willis Avenue to Henry Avenue Second Street will be improved to provide a two-lane two-way roadway. From A.W. Willis Avenue to Chelsea Avenue, Third Street will be improved to provide a two-lane two-way roadway. North Third Street will be extended on new alignment as a two lane roadway from Chelsea Avenue to intersect North Second Street at Henry Avenue at a roundabout. From Chelsea Avenue to the Wolf River Bridge, Second Street will be widened to four lanes with a raised median. From the Wolf River bridge to Harvester Lane, North Second Street will be constructed on new alignment as a 4 lane divided roadway. From Harvester Lane to US 51, North Second Street / Whitney Avenue will be widened from 2 to 4 lanes. Bicycle lanes will be provided along the improved North Second Street corridor. This project will be undertaken in phases as funding allows. Phase one will be from I-40 to Cedar Avenue as approved in TDOT contract #080029.

Obligated Funds	Timely Obligation	Fiscal Year	Phase of Work	Funding Type	Total Funds	Federal Funds	State Funds	Local Funds
		2018	ROW	STB-G-5	\$1,777,799	\$1,439,839		\$359,960
		2018	ROW	STB-G-5	\$2,498,749	\$1,998,999		\$499,750
		2020	CONST	STB-G-5	\$8,750,000	\$7,000,000		\$1,750,000
		2020	CONST	STB-G-5	\$2,265,348	\$1,812,278		\$453,070

Project Notes



Obligation History				
Project Phase	FE-N	03/07/00	FE-D	03/07/00
	ROW		CONST	

Revision History	
Amendments	Adjustments

An Agreement is Issued

Federally Funded: Locally, TDOT, or Combination Managed

Agreement Number: 110147

Project Identification Number: 115881.00

Federal Project Number: STP-M-9104(15)

State Project Number: 30LPLM-F3-011

State of Tennessee Department of Transportation

LOCAL AGENCY PROJECT AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20____ by and between the **STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION**, an agency of the State of Tennessee (hereinafter called the "Department") and **City of Greeneville** (hereinafter called the "Agency") for the purpose of providing an understanding between the parties of their respective obligations related to the management of the project described as:

Agreement: Page 2

B. ACCOMPLISHMENT OF PROJECT

B.1 General Requirements:

a)

	Responsible Party	Funding Provided by Agency or Project.
Environmental Clearance by:		
Preliminary Engineering by:		
Right-of-Way by:		
Utility Coordination by:		
Construction by:		

- b) After receiving authorization for a phase, the Agency shall commence and complete the phases as assigned above of the Project as described in Exhibit A with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws. The Project will be performed in accordance with all latest applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Government Guidelines, available in electronic format, which by this reference is made a part hereof as if fully set forth herein.
- c) A full time employee of the Agency shall supervise the herein described phases of the Project. Said full time employee of the Agency shall be qualified to and shall ensure that the Project will be performed in accordance with the terms of this Agreement and all latest applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's Local Government Guidelines and this Agreement.

B.2 Completion Date:

- a) The Agency agrees to complete the herein assigned phases of the Project on or before [REDACTED]. If the Agency does not complete the herein described phases of the Project within this time period, this Agreement will expire on the last day of scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of the Agreement. An extension of the term of this Agreement will be effected through an amendment to the Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of the Agreement will not be reimbursed by the

Agreement: Signature Page

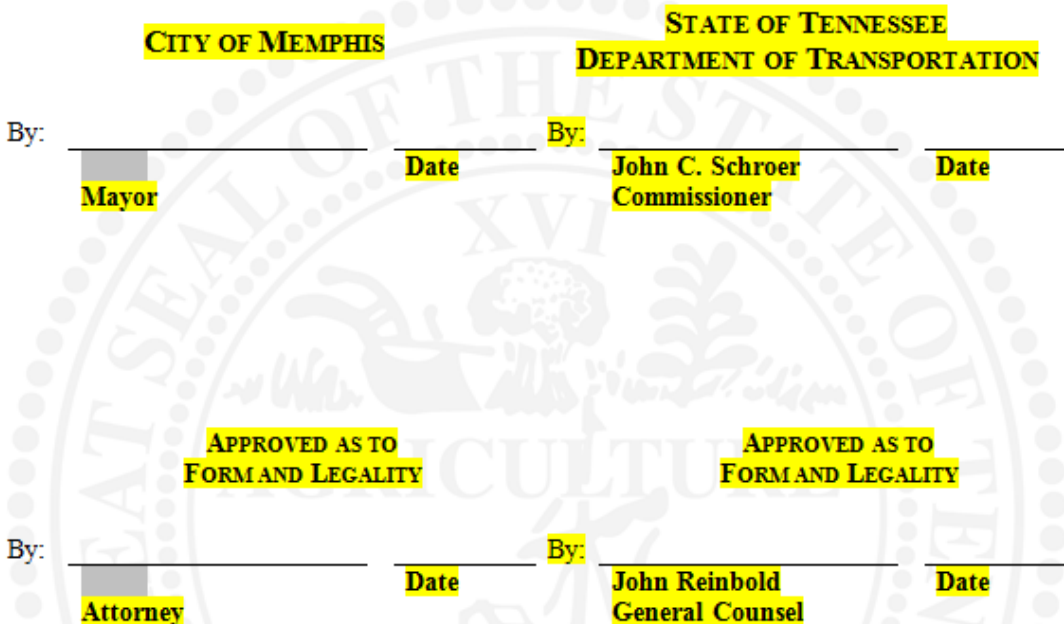
IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective authorized officials on the date first above written.

CITY OF MEMPHIS **STATE OF TENNESSEE**
DEPARTMENT OF TRANSPORTATION

By: _____ By: _____
Date Date
Mayor John C. Schroer
Commissioner

APPROVED AS TO **APPROVED AS TO**
FORM AND LEGALITY **FORM AND LEGALITY**

By: _____ By: _____
Date Date
Attorney John Reinbold
General Counsel



Agreement: Exhibit A

STP TIP

EXHIBIT "A"

AGREEMENT #: 201586

PROJECT IDENTIFICATION #: 102252.00

FEDERAL PROJECT #: STP-M-1458(11)

STATE PROJECT #: 79LPLM-F3-347

PROJECT DESCRIPTION: South Broad Street, From west of Main Street to east of Taylor Street

CHANGE IN COST: Cost hereunder is controlled by the Surface Transportation Program funding available to or allocable to the Agency.

TYPE OF WORK: Resurfacing

PHASE	FUNDING SOURCE	FED %	STATE %	LOCAL %	ESTIMATED COST
PE-NEPA	STBG-M	80		20	\$50,000
PE-DESIGN	STBG-M	80		20	\$65,000
ROW	STBG-M	80		20	\$0.00
CONSTRUCTION	STBG-M	80		20	\$600,000
CEI	STBG-M	80		20	\$120,000
TDOT-ES	STBG-M	80		20	\$18,000

INELIGIBLE COST: One hundred percent (100%) of the actual cost will be paid from Agency funds following expenditure of the most recently approved TIP cost or if the use of said federal funds is ruled ineligible at any time by the Federal Highway Administration.

TDOT ENGINEERING SERVICES (TDOT ES): In order to comply with all federal and state laws, rules, and regulations, the TDOT Engineering Services line item in Exhibit A is placed there to ensure that TDOT's expenses associated with the project during construction are covered. The anticipated TDOT expenses include but are not necessarily limited to Construction Inspection and Material and Testing Expenses (Quality Assurance Testing).

LEGISLATIVE AUTHORITY: STP: 23 U.S.C.A, Section 133, Surface Transportation Program funds allocated or subject to allocation to the Agency.

For federal funds included in this contract, the CFDA Number is 20.205, Highway Planning and Construction funding provided through an allocation from the US Department of Transportation.

Consultant Selection Policy



Local Government Guidelines Form 1-2
March 1, 2016

(FILL IN NAME OF CITY/COUNTY HERE)

**Consultant Selection Policy for Projects Funded in Whole or in Part with Funds
Provided by the Federal Highway Administration or the Tennessee Department of
Transportation**

AUTHORITY: 23 CFR 172.9. If any portion of this policy conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this policy shall not be affected thereby and shall remain in full force and effect.

PURPOSE: To prescribe the policy of the (FILL IN NAME OF CITY/COUNTY HERE), HEREINAFTER REFERRED TO AS the AGENCY), applicable to the retention of consultant services for architectural, engineering, and technical services for projects funded in part or in whole with funds provided by the Federal Highway Administration.

APPLICATION:

- A. **Engineering and Design Related Services.** This policy is to include all engineering and design related services described in Title 40 U.S.C. Chapter 11, Title 23 U.S.C. Section 112 (b)(2), 23 C.F.R. Part 172 and 49 C.F.R. Section 18.36(t) for projects funded in whole or in part with funds from the Federal Highway Administration through the Tennessee Department of Transportation (TDOT) or state funds through the same entity.

Broadly defined, these services include program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping or architectural related services with respect to construction projects. They may include emergency contracts.

Examples of services included within the scope of this policy are comprehensive transportation planning, project planning, environmental studies, context sensitive solution/design services, cultural resources studies, geotechnical studies, historic studies, archeological studies, socio-economic and environmental justice analyses, inspection services, intelligent transportation system design and development, traffic control systems design and development, materials inspection and testing, value engineering, and utility analysis/design services.

- B. **Technical Services** Technical services such as inspection of structural steel fabrication, laboratory testing, inspection of welds on existing bridges, overhead sign inspection, underwater inspection, utility installation inspection, geotechnical sub-surface exploration/drilling and lab testing, etc., are also included in this policy.

Brooks Act of 1972

United States federal law passed in 1972 that requires that the U.S. Federal Government select engineering and architecture firms based upon their competency, qualifications and experience rather than by price



Brooks Act of 1972

Engineering Services Estimated to be **Over**
\$150,000

- ⌘ Must advertise for RFPs
- ⌘ Establish Consultant Selection Committee



Engineering Services Estimated to be **Under**
\$150,000 for total project (Design + CEI)

- ⌘ Must contact at least 3 of firms for RFQs
- ⌘ Establish Consultant Selection Committee

Thank you!

Local Programs

Funding Options

Documents and Forms

Reimbursement Guidance

Training

Current Projects

Transportation Alternatives Program

Staff

Local Programs Development Office

