TIP Approved…

What are the Next Steps?

Whitney Sullivan
Local Programs Development Office
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*
The LG must proceed no further with project development until it receives approval of the final environmental document.
LGGM Forms

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


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 II: Accelerated Delivery

Other Policies and Further Guidance

A New Project in the TIP...

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

Page 1 of 5

The information included in the checklist must be submitted to the Department (Local Program Development Office, Suite 600, James K. Polk State Office Building, 395 Deaderick Street, Nashville, TN 37243-0341 or Local Programs@tn.gov)
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 4.5 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:

☐ Planning
☐ Design Software / Integration
☐ Operations
☐ Evaluation
☐ Construction
☐ Maintenance (Equipment Replacement)
☐ 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)?

5. – Will the project use only existing system requirements that are well documented?

6. – Will the project use only existing operating procedures that are well documented?

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 _____________

☐ No additional documentation required
☐ Incomplete risk level determination (SSR/ARF is required)
☐ Low Risk (SSR/ARF is required)
☐ High Risk (SSR/ARF is required)

TDOT Representative ___________________________ Signature _____________ Date _____________
Functional Classifications of Roadways

Highway Functional Classification Hierarchy

- All U.S. Roads
  - Rural
    - Arterials
      - Principal
      - Minor
      - Interstate
      - Other Principal Arterial
  - Collectors
    - Major
    - Minor
    - Other Freeway and Expressway
    - Other Principal Arterial
  - Local
    - Arterials
      - Principal
      - Minor
  - Urban
    - Collectors
    - Local
### TIP Page

- **Length**
- **Total Cost**
- **Termini**
- **Scope**
- **Fiscal Year**
- **Phase**
- **Funding Type**
- **Total Funds**
An Agreement is Issued

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:
B. ACCOMPLISHMENT OF PROJECT

B.1 General Requirements:

a) Environmental Clearance by: ________________________________ Funding Provided by Agency or Project:

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 __________. 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
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

By: ____________________________
Mayor

DATE

STATE OF TENNESSEE

DEPARTMENT OF TRANSPORTATION

By: ____________________________
John C. Schroer
Commissioner

DATE

APPROVED AS TO
FORM AND LEGALITY

By: ____________________________
Date
?

APPROVED AS TO
FORM AND LEGALITY

By: ____________________________
Date
?

ATTORNEY

By: ____________________________
Date
?

John Reinbold
General Counsel

DATE
EXHIBIT “A”

AGREEMENT #: 201586
PROJECT IDENTIFICATION #: 1102252.00
FEDERAL PROJECT #: STP-M-1458(11)
STATE PROJECT #: 70PLM-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

<table>
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<tr>
<th>Phase</th>
<th>Funding Source</th>
<th>Fed %</th>
<th>State %</th>
<th>Local %</th>
<th>Estimated Cost</th>
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</tbody>
</table>

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: 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), HEREBINAFTER 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 49 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(b) 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