

“Protecting the Public Interest, One LPA at a Time”

August 11, 2009

1) What is an LPA, who is the LPA Coordinator, and who is the Administering Office?

- LPA (Local Public Agency)
- LPA Coordinator – The District Planning Section Supervisor for each KYTC District is the LPA Coordinator.
- Administering Office – Varies depending upon the type of project funding.

2) Why does the public need protection?

- a) High risk program for waste, fraud & abuse
- b) State and federal regulations must be followed
- c) Eligibility for reimbursement with state and federal funds
- d) LPA responsible for maintenance of project

3) How are LPA projects different from normal KYTC projects?

- a) The LPA is responsible for the implementation of the project
- b) KYTC is responsible for administering successful project
- c) KYTC is in the role of an agent representing FHWA,
- d) KYTC must be a problem solver...
“project failure is not an option”.

4) What are the types of LPA projects?

- a) Projects funded with state and federal highway funds through a project application process – Transportation Enhancement (TE); Congestion Mitigation & Air Quality (CMAQ); Safe Routes to School; Secretary's Contingency Funds
- b) Projects funded through Congressional Earmark Funding - HPP; KYD
- c) Projects funded through the dedicated MPO STP project selection process - SLX, SLO, SNK, and SHN
- d) Projects identified within the Six-Year Highway Plan by the General Assembly as to be administered by city/county

THE GIFT



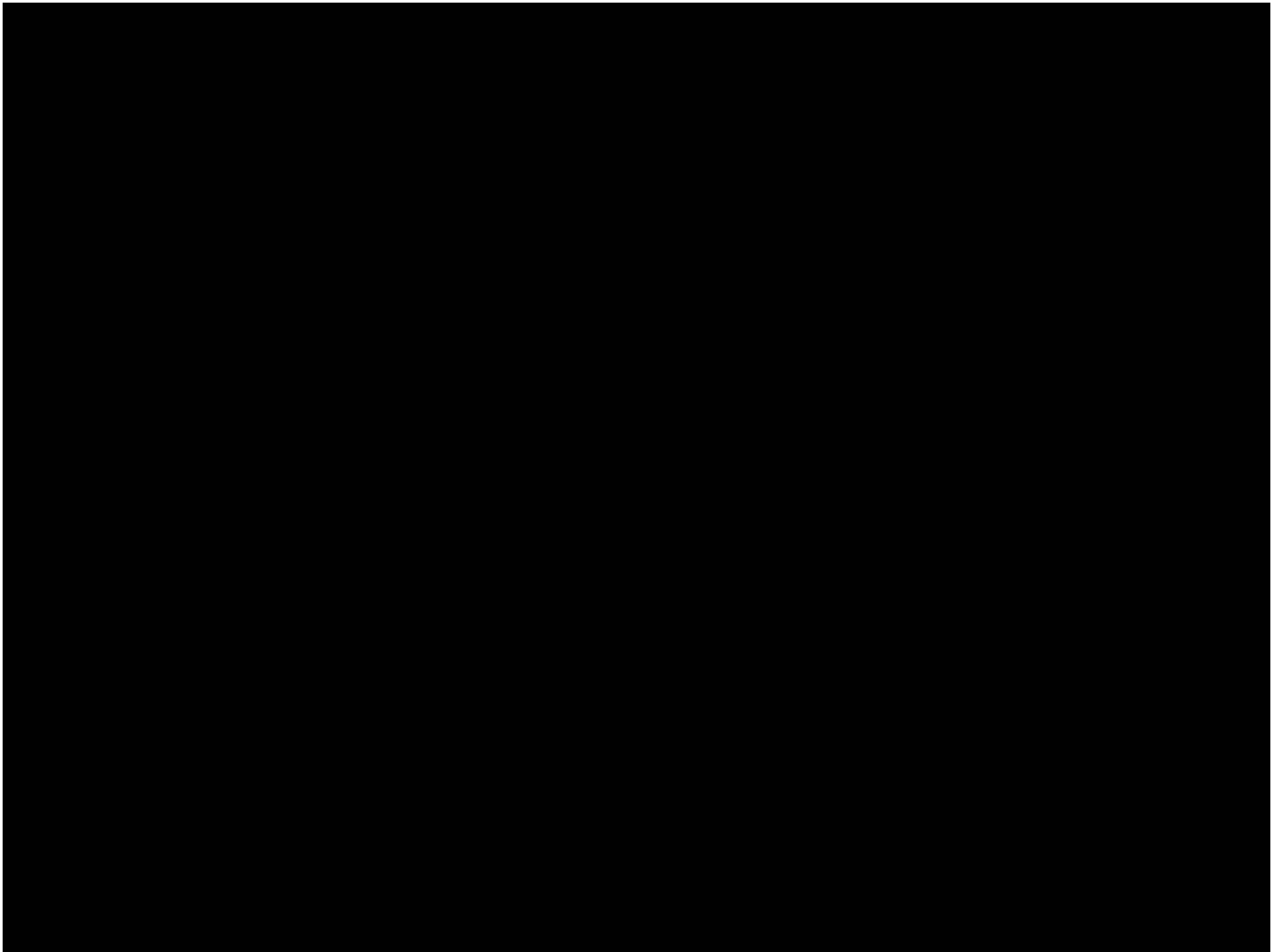
Lessons Learned:

- Enormous public interest in project funding.
- Project needs greatly exceed available funding.
- Competition for project funding is intense.

5) Initial stages of LPA contract

- a) Request for project funding
- b) Announcement of project funding
- c) Authorization/obligation of state/federal funds
- d) Executed LPA contract with KYTC
- e) Expenditures prior to executed contract not eligible for reimbursement of state and federal funds

THE BIG SURPRISE



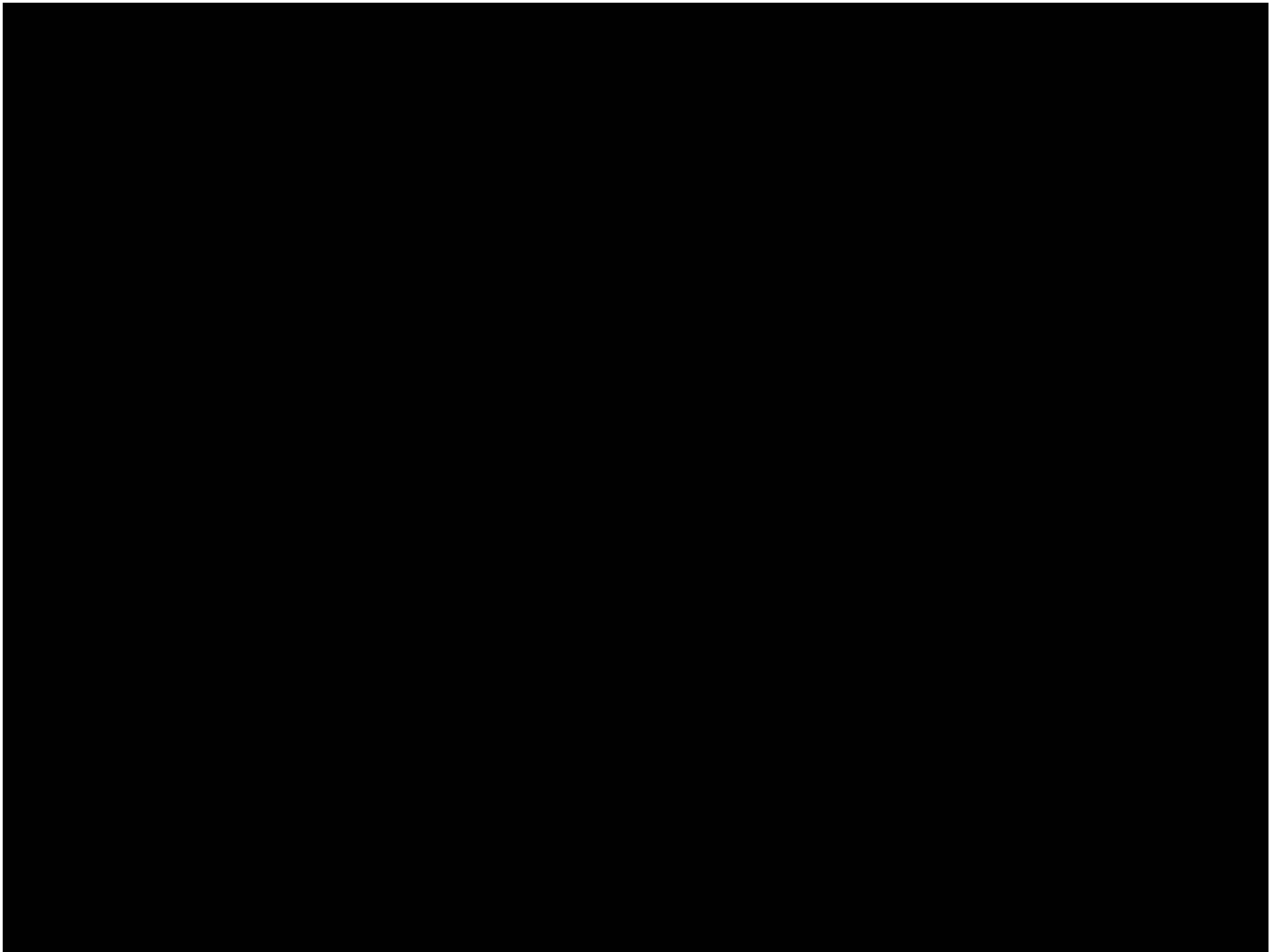
Lessons Learned:

- LPA may not understand the difference between grant funds and reimbursement funding.
- LPA may have difficulties providing required local matching funds.
- Provide the LPA with a copy of the project checklist during the project identification process.

6) Procurement of Engineering Services

- a) Qualification based process
- b) Prequalification process
- c) Selection process
- d) Engineering services contract between LPA and engineering company

REDUCING COSTS



Lessons Learned:

- LPA not familiar with requirements of procurement of engineering services, and project certifications.
- Qualifications Based Selection (QBS) process for engineering services is both a “State” and a “Federal” requirement.
- The best qualified engineering services for the project will save time and money for overall finished product.
- Communications between the LPA and Engineer are essential to maintain good project understanding.

7) Preliminary Engineering and Environmental Stage

- a) Determine engineering alternates
- b) Environmental base studies
- c) Cost estimates
- d) Recommend/selection of preferred alternate

8) Preconstruction Stage

- a) Final design
- b) Prepare R/W plans
- c) Submittal/approval of environmental document
- d) Obligation of funding for R/W and utility phases
- e) Finalize construction plans, specifications, bid documents, R/W and utility certifications, and project checklist

9) Submittal of Plans, Specifications, Estimates, Project Bid Documents, & Project Checklist & Certifications

- a) Review of submitted items
- b) Finalize revisions
- c) KYTC submits federal-aid programming document to FHWA for obligation of construction funds
- d) KYTC issues notice to advertise for construction

EASY BUTTON



Lessons Learned:

- LPA may not understand funding eligibility and creative ways of providing local matching funds.
- LPA may require flexibility in project budget and project schedule.
- Communication with LPA is critical for successful project.
- Be prepared to address tough questions.

10) Procurement of Construction Contract

- a) Advertise for construction bids
- b) Open construction bids
- c) Review construction bids, bid bonds, and performance bonds
- d) Recommendation and award of construction contract

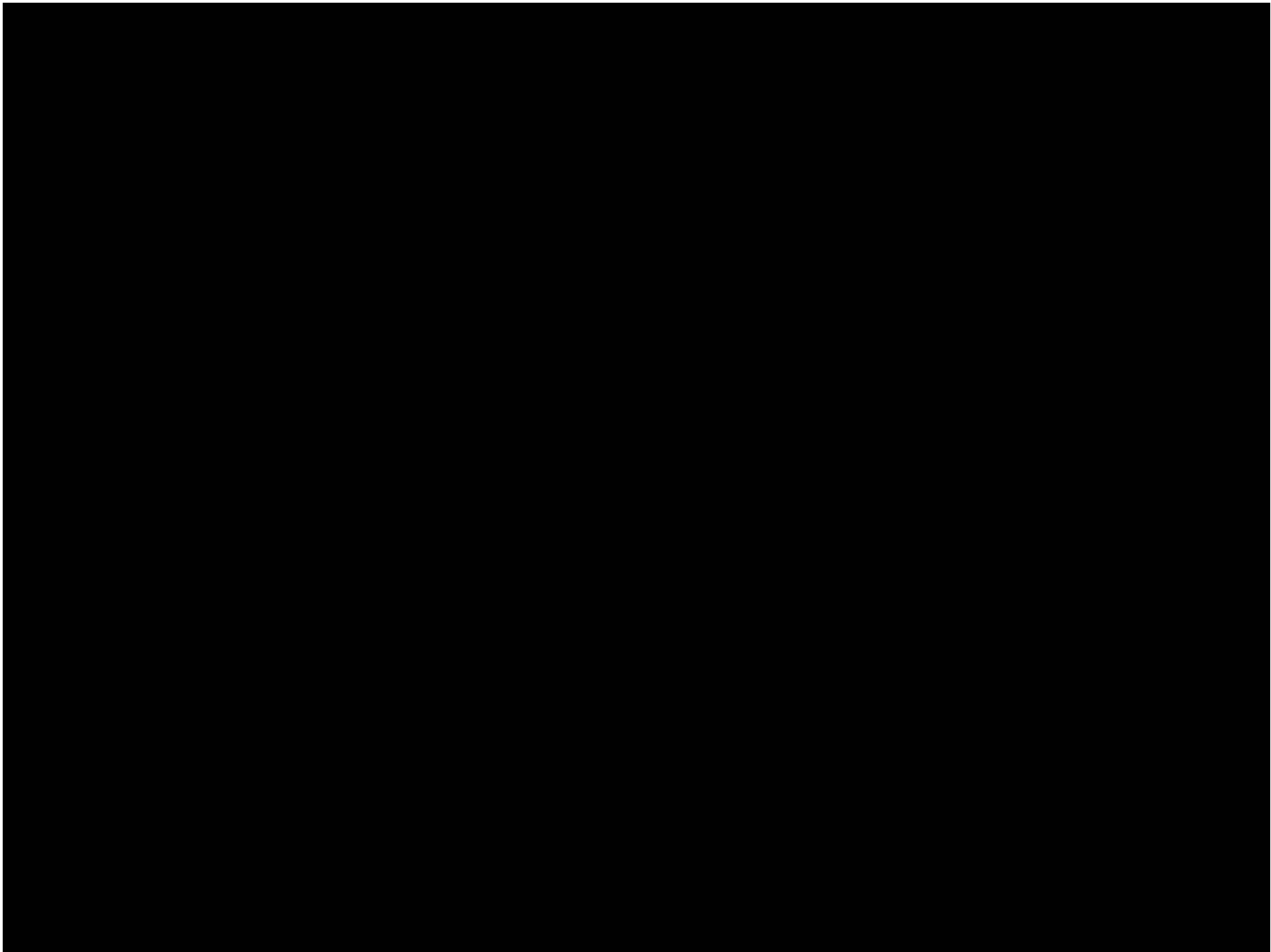
11) Construction of Project and Monitoring of Construction Activities

- a) Preconstruction meeting
- b) Mobilization of equipment
- c) Project construction
- d) Project engineering inspection
- e) Material testing
- f) Construction pay estimates

12) Construction Change Orders and Final Acceptance of Construction Project

- a) Possible change orders during construction
 - 1) Any/all change orders must be approved prior to actual construction
 - 2) Any/all additional funding must be approved in advance of approval of any/all change orders
 - 3) Change orders must be signed by contractor and LPA
- b) Complete construction
- c) Final inspection and submittal of final punch list items for contractor to complete
- d) Final acceptance and final payment
- e) Demobilization of equipment

NEW HORIZON



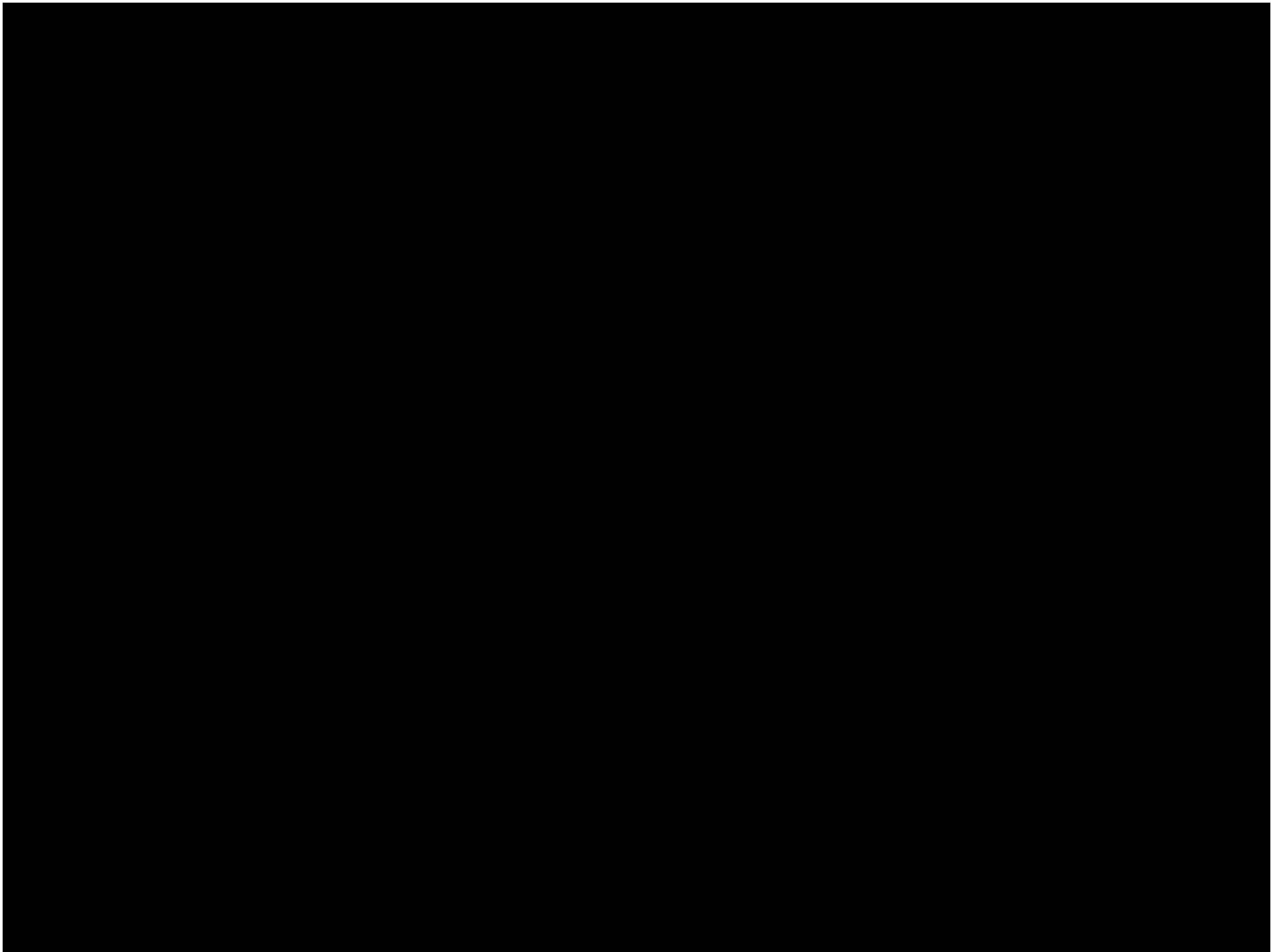
Lessons Learned:

- LPA Guidance Manual can help you manage your LPA projects.
- Inadequate construction oversight can generate many safety issues to the general public.
- Inadequate construction oversight will result in poor workmanship and materials.

13) Audit of Project

- a) Pre-final audit by LPA and KYTC
- b) Final audit by KYTC and FHWA
- c) Closeout project in eMARS and FMIS

THE AUDITOR IS
COMING



Lessons Learned:

- Be prepared, an audit will be conducted on your project.
- Well organized files and documentation makes your project administration easier.
- Knowledge and understanding of requirements of the LPA program are essential.

14) Questions and Comments

THANK YOU.