“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