**Kentucky Transportation Cabinet (KYTC) / Federal Highway Administration (FHWA)**

**Local Public Agency Project Development Checklist (LPA-PDC)**

**Revised April 3, 2019**

***Project Information***

|  |  |
| --- | --- |
| KYTC Item #  |  |
| Federal Project # |  | □ Project of Division Interest (PODI) □ Project of Corporate Interest (POCI)  |
| Local Public Agency  |  |
| Person in Responsible Charge |  |
| KYTC Administering Office | **□** District-Administered **□ OLP-Administered KYTC Project Mgr: Kim Tompkins** |
| County | State Auth # |  |  |
| Project Name |  |
| Description  |  |
| KYTC/LPA Project Agreement # |  |
| Planned Advertisement for Bids Date  | **TBD** |
| Planned Letting Date  | **TBD** |

***Introduction***

The Local Public Agency Project Development Checklist LPA-PDC must be completed by the LPA (assistance from project consultants is acceptable), signed by an authorized agent of the LPA (should be the ‘person in responsible charge’ of the project), and submitted to the appropriate KYTC Administering Office with the complete Plans, Specifications, and Estimate (PS&E) package for review and concurrence prior to advertisement for construction bids. The completed LPA-PDC will indicate the design and contract documents for this project have been prepared in accordance with the current version of KYTC LPA Guide and the KYTC/LPA Project Agreement (which requires compliance with all applicable state and federal laws, and regulations. **Concurrence with the PS&E package and LPA-PDC Section I by the KYTC and authorization of Federal funds is required prior to advertisement for construction bids. The LPA must not advertise for construction before written notice to proceed from KYTC. Concurrence with LPA-PDC Section II by the KYTC is required prior to award of the project. The LPA must not award the project to a contractor without written notice to proceed from KYTC.**

The LPA-PDC is composed of a series of yes/no questions in categories including Planning, Environmental, Right-of-Way & Utilities, Plans & Specifications, Proposal, and Estimate. **Answer all questions by checking ‘Yes’, ‘No’, or ‘N/A’ and provide support information**. If additional documentation or comments are needed to adequately address a question, please add notes in the ‘Comments’ column and provide attachments as necessary.

Please review the current version of the KYTC/FHWA Stewardship Plan (<https://www.fhwa.dot.gov/federalaid/stewardship/agreements/ky.pdf>) for authority, role, and responsibility delegations of program and project activities in implementing the Federal-aid Highway Program.

The LPA-PDC is not an all-inclusive list as it does not address all Federal-aid requirements and regulations. However, the LPA-PDC does account for several major Federal-aid requirements and provides references to source documents for further review.

**Section I – To be completed during project development and submitted to the KYTC Administering Office upon request for authorization of construction funds**

***Fund Allocation***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| **1.** | **Is the project programmed in the Statewide Transportation Improvement Program (STIP) and/or approved amendments or modifications?** (23 CFR 450.216 & 23 USC 135) | [ ]  | [ ]  |  |  |
| **2.** | **If this project is located within a Metropolitan Planning Organization (MPO) area, is it programmed in the Metropolitan Transportation Plan, Transportation Improvement Program (TIP), and/or approved amendments or modifications?** (23 CFR 450.322, 450.324, 450.216 & 23 USC 135) | [ ]  | [ ]  | [ ]  |  |

***Professional Services Procurement***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| **1.** | **Does the project require professional services?** **If yes, who is performing the service? (Check all that apply)**[ ]  **Consultant** [ ]  **In-house staff** **Multiple professional services may have been procured over the life of the project’s development (P, D, R, U, and C). Check all that apply and explain in the comments.**[ ]  **Statewide Contract – KRS 45A.838**[ ]  **Price Contract - KRS 45A.837**[ ]  **Traditional QBS Process KRS 45A.730-750**[ ]  **LPA In-House Staff**[ ]  **LPA Retainer Contracts****Documentation submitted, showing that the LPA chose and followed an appropriate QBS process?**  **Date approved by KYTC Administering Office: ##/##/####**  | [ ] [ ]  | [ ] [ ]  |  |  |

***Environmental Requirements***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| 1. **Ha**
 | **Has KYTC received all Clearinghouse Documentation?** **Date received by KYTC Administering Office: ##/##/####**  | [ ]  | [ ]  |  |  |
| **2.** | **Has the environmental documentation for the project been approved? Please check the type of environmental documentation below.** (23 CFR 771)[x]  **Categorical Exclusion Minor (CE-M)** Date Approved: **##/##/####** [ ]  **Categorical Exclusion Level 1 (CE-1)** Date Approved: [ ]  **Categorical Exclusion Level 2 (CE-2)** Date Approved: [ ]  **Categorical Exclusion Level 3 (CE-3)** Date Approved: [ ]  **Environmental Assessment / FONSI** Date FONSI Approved: [ ]  **Environmental Impact Statement / ROD** Date ROD Approved:  | [ ]  | [ ]  |  | [Help\_01](#Help_01) |
| **3.** | **Have environmental commitments been incorporated into the final design and contract documents, in any of the following areas?** **Noise****Air Quality****Socioeconomic (Section 4f)****Ecological (Clean Water/Endangered Species Acts, etc.)****Cultural (Historic – Section 106, Section 4f, etc.)****UST & Hazardous Materials****Other:**   | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |  |
| **4.** | **Have all applicable environmental permits and/or approvals for the project been secured? If none are applicable, mark “Yes”. If not complete, please explain.****Please check yes or no to indicate if the permit has been obtained and N/A if it is not required.** **Section 401 – Water Quality****Kentucky Pollutant Discharge Elimination System (KPDES)****Individual Storm Water Discharge Permit** **Section 404 – USACE Nationwide Permit** (23 CFR 777)**Section 404 – USACE Individual Stream Permit** (23 CFR 777)**Section 404 – USACE Individual Wetlands Permit** (23 CFR 777)**CLOMA/CLOMR – FEMA****Coast Guard** (23 CFR 650 Subpart H)**Other:**  ***Please attach all permits.*** | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |  |
| **5.** | **Is the project in a historic district?****Have the plans been submitted to the KYTC State Historic Preservation Coordinator for review?****Date approved by KYTC State Historic Preservation Coord ##/##/####** | [ ] [ ]  | [ ] [ ]  |  | [Help\_01](#Help_01) |

***Right-of-Way & Utilities***

 ***Note: Only Question #1 applies to Non-infrastructure Projects***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| **1.** | **Right-of-Way Certification** **Date Approved: ##/##/####** ***Provide a copy of the Right-of-Way Certification with the LPA-PDC*** **Has all Right-of-Way for the project been secured?** | [ ] [ ]  | [ ] [ ]  |  | [Help\_02](#Help_02) |
| [ ]  |
| **2.**  | **Have all displaced persons been relocated to decent, safe, and sanitary housing per the requirements outlined in the Uniform Act? If ‘No’, please provide a detailed explanation and attach to the LPA-PDC.** (23 CFR 635.309) | [ ]  | [ ]  | [ ]  |  |
| **3.**  | **Have all Encroachment Permits been obtained for projects that will be constructed on KYTC Right-of-Way?Date Approved: ##/##/####** ***Provide a copy of the Encroachment Permits with the LPA-PDC*** | [ ]  | [ ]  | [ ]  | [Help\_03](#Help_03) |
| **4.** | **Are any utilities located within the project area?****If yes, have all Utility Agreements/No Impact Letters been approved?** | [ ] [ ]  | [ ] [ ]  | [ ]  |  |
| **5.**  | **What do the Utility Impact Notes indicate?**[ ]  **No utilities remain located in the project area at the time of the** **letting**[ ]  **Utilities will be moved during construction by others and not by** **LPA selected contractor**[ ]  **Utilities will be moved during construction by a contractor**[ ]  **Utilities will remain in project area and must be avoided by** **Contractor****Date Approved: ##/##/####** ***Provide a copy of the Utility Impact Notes with the LPA-PDC. If applicable, list anticipated relocation completion dates in the utility notes.*** |  |  |  | [Help\_04](#Help_04) |
| **6.**  | **Is the project located on or adjacent to or require the adjustment of railroad facilities or property?****If yes, has the railroad agreement been approved?*****Provide a copy of the Railroad Impact Note with the LPA-PDC*** | [ ] [ ]  | [ ] [ ]  |  |  |
| [ ]  |

***Non Construction Procurement (Purchasing)***

 ***Note: This Section only applies to Non-Highway Construction Projects.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| **1.** | **What method of procurement will be used?**[ ]  **Competitive Bidding** **RFB approved by KYTC\_\_\_\_\_\_\_\_\_**[ ]  **Competitive Negotiation** **KYTC approval \_\_\_\_\_\_\_\_\_** **RFP approval by KYTC \_\_\_\_\_\_\_\_****(Note: For procurement $100,000 or greater, the LPA must ensure that the vendors are not suspended or debarred from doing business with federal agencies).**[ ]  **Small Purchases Procedure**[ ]  **One quote for expected costs under $5,000**[ ]  **Three quotes for expected cost under $20,000** **KYTC approval \_\_\_\_\_\_**[ ]  **Exceptions to competitive bidding**[ ]  **Determination of not practicable or feasible per Finance and** **Administration Cabinet Manual of Policies and Procedures** **KYTC approval \_\_\_\_\_\_** **FHWA approval \_\_\_\_\_\_**[ ]  **Sole source purchase**  **KYTC approval \_\_\_\_\_\_** **FHWA approval \_\_\_\_\_\_** |  |  |  |  |

***Design, Plans, & Specifications***

 ***Note: This Section only applies to Infrastructure Projects.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| **1.** | **Have all commitments and promises from previous reviews, meetings, and consultation with the public and external agencies been satisfactorily communicated in the design plans and in the bid proposal?** | [ ]   | [ ]  |  | [Help\_05](#Help_05) |
| **2.** | **Do the contract documents describe the location and design features and the construction requirements in sufficient detail to facilitate construction and the estimation of construction costs of the project?** (23 CFR 630.205)**Do the contract documents contain the following:** Y[ ]  N/A[ ]  **Title Sheet**Y[ ]  N/A[ ]  **Selected Alignment**Y[ ]  N/A[ ]  **Grading Plans**Y[ ]  N/A[ ]  **Typical Sections**Y[ ]  N/A[ ]  **Summary of Quantities**Y[ ]  N/A[ ]  **Plan Sheets**Y[ ]  N/A[ ]  **Existing and Proposed** **ROW Locations**Y[ ]  N/A[ ]  **RW Summary Sheet**Y[ ]  N/A[ ]  **Profile Sheets**Y[ ]  N/A[ ]  **Drainage/Stormwater Sheets**Y[ ]  N/A[ ]  **Erosion and Sediment Control Sheets**Y[ ]  N/A[ ]  **Cross Sections**Y[ ]  N/A[ ]  **Traffic Control Plans**Y[ ]  N/A[ ]  **Signs and Markings Plans**Y[ ]  N/A[ ]  **Lighting Plans**Y[ ]  N/A[ ]  **Traffic Signal Plans**Y[ ]  N/A[ ]  **Special Detail Sheets**Y[ ]  N/A[ ]  **Related Construction Notes**Y[ ]  N/A[ ]  **Structure Plans**Y[ ]  N/A[ ]  **Utility Relocation Plans**Y[ ]  N/A[ ]  **Bonding and Warranty Requirements**Y[ ]  N/A[ ]  **Landscaping Plans**Y[ ]  N/A[ ]  **Demobilization Bid Item**Y[ ]  N/A[ ]  **Other:**   | [ ]  | [ ]  |  |  |
| **3.** | **Does the project conform to Federal-aid standards for geometric and structural design as described in Title 23 Code of Federal Regulations Part 625 Design Standards for Highways and/or all applicable KYTC policy and guidance manuals?**(<http://transportation.ky.gov/KYTCI-Forms/PolicyManuals.htm>) | [ ]  | [ ]  | [ ]  |  |
| **4.** | **Are any design exceptions incorporated into this project?**(23 CFR 625.3(f))If yes:**Date of Approval by KYTC:**  **Date of Approval by FHWA, if Applicable:**   | [ ]  | [ ]  |  |  |
| **5.** | **Does the project involve new or revised Interstate Access?**If yes:**Interchange Justification/Modification Study Approved** **by FHWA** Date Approved:  | [ ]  | [ ]  |  |  |
| **6.** | **Is the project located within two miles of an airport?** (23 CFR 620.103)Y[ ]  N[ ]  N/A[ ]  **Coordinated with Kentucky Airport Zoning Permit** (KAR 50.030) | [ ]  | [ ]  |  |  |
| **7.** | **Are all temporary and permanent traffic control devices consistent with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD)?** (23 CFR 655.603) | [ ]  | [ ]  | [ ]  |  |
| **8.** | **Is a Traffic Management Plan (TMP) provided and consistent with regulations on Work Zone Safety & Mobility in Title 23 Code of Federal Regulations Part 630 Subpart J and the KYTC Policy and Procedures for the Safety and Mobility of Traffic Through Work Zones?** Y[ ]  N[ ]  **Project classified as “Significant”****If so, Date Public Information Plan Approved by KYTC:**  **Date TMP Approved by KYTC:**  **##/##/####****Date TMP Approved by FHWA, if applicable:**  ***Provide a copy of the Traffic Management Plan with the LPA-PDC*** | [ ]  | [ ]  | [ ]  |  |
| **9.** | **Are the highway clear zone and safety appurtenances in accordance with the current edition of the AASHTO Roadside Design Guide? If ‘No’, please provide a detailed explanation.** | [ ]  | [ ]  | [ ]  |  |
| **10.** | **Are accommodations provided for bicyclists and pedestrians?** (23 CFR 652) | [ ]  | [ ]  | [ ]  |  |
| **11.** | **Are all pedestrian facilities and appurtenances:** **designed in accordance with Americans with Disabilities Act requirements?** ([www.access-board.gov](http://www.access-board.gov))**consistent with the ADA Transition Plan (on file with the LPA)?** | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  |  |
| **12.** | **Does the project utilize the current version of the Kentucky Department of Highways (KDOH) Standard Drawings? If ‘No’, please provide a detailed explanation.** | [ ]  | [ ]  |  |  |
| **13.** | **Does the project utilize the current version of the KYTC/KDOH Standard Specifications for Road and Bridge Construction? If ‘No’, please provide a copy of KYTC written approval of alternate specifications.** | [ ]  | [ ]  |  |  |
| **14.** | **Are any materials (excluding those supplied by a utility company for utility relocation) to be supplied by a public agency or through a non-competitive bid process?** (23 CFR 635.407)If yes:Date Public Interest Finding Approved by KYTC: **##/##/####**Date Public Interest Finding Approved by FHWA: **##/##/####**   | [ ]  | [ ]  |  | [Help\_06](#Help_06) |
| **15.** | **Are patented or proprietary materials shown in the plans or specifications?** (23 CFR 635.411)If yes:Date Approved by KYTC: **##/##/####**If yes and if project is a PODI or POCI:Date Approved by FHWA:  | [ ]  | [ ]  |  |  |
| **16.** | **Is State or local force account construction work to be utilized on this project?** (23 CFR 635.104 & 204)***If yes:***Date Approved by FHWA (requires Public Interest Finding and letter from KYTC Secretary to FHWA Division Administrator):  | [ ]  | [ ]  |  |  |
| **17.** | **KYTC District Approval of the Plans Date: ##/##/####** |  |  |  | District Signature here? |

***Construction Procurement***

***Note: This Section only applies to Infrastructure Projects.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist Item** | **Yes** | **No** | **N/A** | **Comments** |
| **1.** | **Has an official Engineer’s Estimate been developed based upon all bid items included in the contract documents?** Note: The EE must be kept confidential until after bid opening. The LPA should provide KYTC with a field estimate (see item 10). | [ ]  | [ ]  |  | [Help\_07](#Help_07) |
| **2.** | **Is the remaining amount of funding consistent with the estimated cost of the construction phase?**  | [ ]  | [ ]  |  |  |
| **3.** | **Does the Bid Proposal contain:**[ ]  **Form FHWA-1273 language? (23 CFR 633.102)**[ ]  **Equal Employment Opportunity language and special provisions?** **(23 USC § 12101, et seq., 28 CFR 35, 29 CFR 1630, 41 CFR 60 and** **orders from the Secretary of Labor?**  [ ]  **Does the Bid Proposal contain minimum wage rates required by** **federal law? (23 CFR 635.117).** | [ ] [ ] [ ]  | [ ] [ ] [ ]  |  | [Help\_08](#Help_08) |
|  |
| **4.** | **Does the Bid Proposal contain a Disadvantage Business Enterprise****(DBE) goal? (23 CFR 635.107 & 49 CFR 26)****DBE Goal \_\_\_\_\_\_\_ Provided by KYTC on \_\_\_\_\_\_\_\_\_\_\_** | [ ]  | [ ]  |  | [Help\_09](#Help_09) |
| **5.** | **Does the Bid Proposal contain the required non-collusion provision?****(23 CFR 635.112 (f))**  | [ ]  | [ ]  |  |  |
| **6.** | **Does the Bid Proposal incorporate by reference the most current version of the Standard Specifications for Roadway & Bridge Construction book?**  | [ ]  | [ ]  |  |  |
| **7.** | **Do contract documents include a specification and method of payment for all bid items?** | [ ]  | [ ]  |  |  |
| **8.** | **Does the Bid Proposal contain the contract times and dates and any special scheduling provisions? (23 CFR 635.121)** Y[ ] N[ ] N/A[ ]  **Completion Date:**  Y[ ] N[ ] N/A[ ]  **Work Days:**  Y[ ] N[ ] N/A[ ]  **Calendar Days:**   | [ ]  | [ ]  |  |  |
| **9.** | **KYTC District Approval of the Construction Inspection Plans**  **Date: ##/##/####****Who will perform the construction inspection services for the project?**[ ]  **LPA to perform inspection?**[ ]  **Consultant, hired pursuant to Professional Services Procurement**  **Procedures, to perform the inspection?**[ ]  **KYTC District \_\_\_ to perform inspection?** |  |  |  | [Help\_10](#Help_10) |
| **10.** | **Will the LPA use the small construction procurement process?****KYTC Approval ##/##/####** | [ ]  | [ ]  |  |  |
| **11.** | **Are the following proposed Bid Letting Documents included in this submittal to the Administering Office?** **Field Estimate (FE)** **Bid Proposal** **Design Plans** **Inspection Plans** **Bid Advertisement & Advertising Locations** | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |  |  |

***Section I – Signatures/Concurrence***

By signing below, the LPA certifies that 1) the information provided in this Project Development Checklist is complete and accurate, 2) the design and contract documents for this project have been prepared in accordance with the KYTC LPA Guide and the KYTC/LPA Project Agreement No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and 3) the design and contract documents conform to all applicable state and federal laws and regulations. As such, the LPA requests construction funding, construction agreement, and notice to proceed with advertisement for construction.

**Local Public Agency (Name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below the KYTC employee overseeing this project certifies that the above is true to the best of his or her knowledge.

**Kentucky Transportation Cabinet (KYTC) Concurrence: □ District Administered □ OLP Administered**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Kim Tompkins**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_**OLP TAP Program Manager**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Once KYTC has signed the LPA-PDC Section I, construction funding authorization will be requested of FHWA, and the construction agreement will be put into place. After this, KYTC will provide to the LPA written notice to proceed with advertisement. The LPA must not advertise for construction before written notice to proceed from KYTC. A project must be advertised for construction bids for a minimum of 21 full calendar days prior to opening bids.**

The KYTC Administering Office will provide a scanned copy of the LPA-PDC once Section I is signed. The LPA should print this copy of LPA-PDC, complete the following Section II and resubmit this form to the KYTC Administering Office upon request for approval to award the project.

**Section II – To be completed after construction letting and submitted to the KYTC Administering Office upon request for approval to award the project**

The KYTC Administering Office will provide a scanned copy of the LPA-PDC once Section I is signed. The LPA should print this copy of LPA-PDC, complete Section II and resubmit this form to the KYTC Administering Office upon request for approval to award the project.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **The LPA has let the project to construction (after written notice to proceed from KYTC), opened, read, and analyzed the bids and submits (with this form) the following to KYTC:**[ ]  **Lowest responsible and responsive bidder’s entire bid document (electronic)**[ ]  **Prequalification status of each contractor bidding the project**[ ]  **Bid tabulations of all bidders**[ ]  **Signed DBE plan indicating the DBE goal will be met – if a DBE goal was applied to this project.** [ ]  **Prequalification and certification status of DBE’s**[ ]  **Engineer’s Estimate (should look like the bid form)**[ ]  **Budget Information (including recommended bid compared to** **the EE)**[ ]  **Copy of Official Advertisement of the project and affidavit**[ ]  **Recommendation letter from consultant to LPA (bid analysis) (email is acceptable, letter is preferred)**[ ]  **Recommendation letter from LPA to KYTC (email is acceptable, letter is preferred)** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.** | **The LPA certifies the following:**[ ]  **The bids were opened and read publicly on the date and time listed in the advertisement.**[ ]  **The contractor that submitted the lowest bid is responsible and responsive.**[ ]  **The contractor and all subcontractors are not federally debarred or suspended.**[ ]  **The contractor and all subcontractors are prequalified by KYTC in the necessary work areas outlined in the proposal.**  **Or,** [ ]  **prequalification was waived by KYTC (rare) and documentation is attached.**[ ]  **The contractor has submitted a bid bond.**[ ]  **The prime contractor understands it must perform at least 30% of the work. (Std Spec Sec 108.01)**[ ]  **The contractor has provided all necessary certifications and affidavits.**[ ]  **The contractor bid on all id items.**[ ]  **The contractor acknowledged any addendums to the Bid Proposal.** **Or,** [ ]  N/A |  | ~~[ ]~~  |  |  |

***Section II – Signatures/Concurrence***

By signing below the LPA certifies that the above information is true and requests KYTC notice to proceed with award of a construction contract.

**Local Public Agency (Name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below the KYTC employee overseeing this project certifies that he/she has reviewed the construction bid documents and deems the project acceptable for award.

**Kentucky Transportation Cabinet (KYTC) Concurrence: □ District Administered □ OLP Administered**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_**Kim Tompkins**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_**OLP TAP Program Manager**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Once the LPA-PDC Section II is signed, KYTC will provide the LPA with a scanned copy of the completed LPA-PDC and written notice to proceed for award. The LPA must not award the project to a contractor without written notice to proceed from KYTC.**

Help\_01

Mike Jones(michaelr.jones2@ky.gov) will need an electronic set of plans, a half set and a full set to do both the Section 106 Historic Review and the Environmental Review. The plans he needs must include ROW lines as well. He will need pictures of any structure over 50 years old along the project route. You will have to notify him if any trees will need to be cut and how much acreage is involved. Mike is the Historic Preservation Coordinator. Call or email Mike for more.

Help\_02

You cannot begin acquiring ROW until you have received environmental clearance (CE) and an Official Order. As of 7/1/17 YOU MUST fully adhere to the Uniform Act for ROW and use a KYTC Prequalified ROW firm.

Help\_03

If you do not need an encroachment permit, get an email from the District LPA Coordinator that confirms it and include in this package.

Help\_04

A template can be provided for the Utility Note.

Help\_05

These lightly shaded boxes are for items that are usually reviewed by the District. There may be more, but these are typical. **District,** please initial each box if you have approved. Comments are optional.

Help\_06

There is a form to use for Proprietary or Sole Source material use.

Help\_07

This PDC, all supporting documents and the proposal are to be sent to*Rick.Stansel@ky.gov*for final review.

Help\_08

A proposal template with all required federal documents is available on the website or by request.

Help\_09

Send the Construction Estimate to Rick Stansel who will obtain a DBE Goal and return to you.

Help\_10

Template is available.