


Appendix A

Explanation of Acronyms



ADA	Americans with Disabilities Act of 1990
CAP	Communicating All Promises
CE	Categorical Exclusion
DBE	Disadvantaged Business Enterprises
DLG	Governor's Department for Local Government
EAs/FONSI	Environmental Assessments/Finding of No Significant Impacts
EE	Engineer's Estimate
EIS	Environmental Impact Statement
FHWA	Federal Highway Administration
KYTC	Kentucky Transportation Cabinet
LDRC	LPA Design Review Checklist
LPA	Local Public Agency
PDC	Project Development Checklist
MOA	Memorandum of Agreement
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NEPA	National Environmental Policy Act
OLP	Kentucky Transportation Cabinet, Office of Local Programs
PE	Professional Engineer
QBS	Qualifications Based Selection
RFB	Request for Bids
RFP	Request for Proposals
RFQ	Request for Qualifications
ROW	Right-of-Way
STIP	Statewide Transportation Improvement Program
STP	Surface Transportation Program
TIP	Transportation improvement Program
TMP	Traffic Management Plan

Glossary

Administering Office

For projects funded by any or a combination of the TE, TCSP, SRTS, CMAQ funds and certain earmark projects, the KYTC OLP is the Administering Office. For all other projects the Administering Office is generally one of the 12 KYTC District Offices, depending on the KYTC District in which the LPA project is located. For some projects the Administering Office will be the Division of Planning.

Bid Bond

A bond provided by a firm bidding on a contract. If a firm is selected for a contract award but chooses not to enter into the contract with the awarding agency, the agency will be compensated. A 5% bid bond is required for projects over \$40,000.00.

Bid Proposal

A document describing all design and structural requirements of a project and the contract terms which will govern the LPA's relationship with the construction contractor which provides the lowest responsive bid.

Change Order

The document which governs any changes to the original design plans and bid proposals. Unless this document receives the appropriate approvals, any payments made as a result of the change order will not be reimbursable.

Clearinghouse Document

The electronic document administered by the Governor's Department of Local Government, required for the environmental phase of all projects, which allows other governmental agencies to identify the environmental impacts of a project.

Commercially Useful Function

To perform a commercially useful function a DBE must be responsible for execution of the work of the contract and carry out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

Disadvantaged Business Enterprises ("DBE")

A potential contractor, subcontractor, or professional service provider that has been certified by the Minority Business Development Agency of the Department of Commerce.

Engineers Estimate ("EE")

An estimate of a project's construction costs, prepared by the person or consultant who designed it.

Engineering Related Services

Services that are a necessary part of the design work done by an Engineer such as surveying.

Federal Fiscal Year

The Federal Fiscal Year is the accounting period used when managing an LPA project. It begins on October 1 and ends September 30 of each calendar year.

Federal Highway Administration ("FHWA")

An agency within the US Department of Transportation that supports state and local governments in the design construction and maintenance of the nation's highway system.

Fund Allocation

The process by which KYTC makes federal funds available to be spent on LPA projects. For some projects the funds are allocated in phases. No funds spent by the LPA prior to Fund Allocation can be reimbursed.

Infrastructure

Infrastructure projects are those that involve any ground disturbance or that involve an existing structure. Examples include sidewalks, streetscape projects, installing signs, restoration of historic buildings, and any major construction project.

In-Kind Contributions

An LPA can get credit for the value of the non-cash item in meeting its matching requirement. In-kind contributions can include land owned by the LPA; but if it does, it must have been acquired in compliance with the Uniform Relocation Act discussed in the Right-of-Way section of this guide.

Kentucky Federal-aid Highway Program Stewardship Plan ("Stewardship Plan")

The agreement between FHWA and KYTC, entered into pursuant to 23 USC 106(c), which clarifies the roles and responsibilities of FHWA and KYTC in the efficient and effective management of public funds with the goal of ensuring that FHWA Programs are delivered consistent with laws, regulations, policies and good business practices.

Kentucky Transportation Cabinet ("KYTC")

A state executive branch agency responsible for overseeing the development and maintenance of a safe efficient multi-modal transportation system throughout Kentucky

LPA Design Review Checklist ("LDRC")

The checklist that must be filled out by whomever designs the LPA project and must be approved by the District LPA Coordinator and, if the project is located in a historic area, by the state historic preservation coordinator.

Matching Requirement

For most LPA projects the LPA must provide a percentage of the project cost from its own funds. This is referred to as the Matching Requirement.

Memorandum of Agreement ("MOA")

The agreement between KYTC and the LPA which governs their relationship and dictates each party's duties to the other. It contains a certification that the LPA has read this guide, includes a project scope, a project budget and, for infrastructure projects, it will also include a maintenance plan.

Notice to Proceed

The permission from KYTC to move on to the next phase of the project. It can take the form of an email or a letter.

Payment Bond

A bond provided by a firm after it is awarded a contract. If a firm fails to pay its subcontractors or those from whom it purchases supplies, those injured parties will collect from the payment bond rather than by putting liens on the project property.

Performance Bond

A bond provided by a firm after it is awarded a contract. If a firm in the performance of the contract causes any damage or liability to the awarding agency, the agency will be compensated. A 100% performance bond is required for projects over \$40,000.00.

Punch List

A list of corrective work that is compiled by a KYTC representative, and LPA representative, the inspector, and the contractor at a visit to the project after all of the work has been completed. The items on the Punch List must be completed before the contractor is released from the contract.

Qualifications Based Selection ("QBS") Process

The federally mandated selection process for hiring professional service providers - requires that hiring decisions be based on the qualifications of the candidates rather than price.

Right of Way

That property owned or acquired by a government body as part of a government infrastructure project.

Spec Book

KYTC's Standard Specifications for Roadway and Bridge Construction which can be found at
<http://transportation.ky.gov/Construction/Pages/Kentucky-Standard-Specifications.aspx>