

Kentucky Transportation Cabinet (KYTC) / Federal Highway Administration (FHWA)
Local Public Agency Project Development Checklist (LPA-PDC)
 Revised June 15, 2020

Project Information

KYTC Item No.:			
Federal Project No.:	<input type="checkbox"/> Project of Division Interest (PODI)	<input type="checkbox"/> Project of Corporate Interest (POCI)	
Local Public Agency:	Person in Responsible Charge:		
KYTC Administering Office:	<input type="checkbox"/> District-Administered	<input type="checkbox"/> OLP-Administered	KYTC Project Manager:
County:			
Route:			
Description:			
KYTC/LPA Project Agreement No.:			
Planned Advertisement for Bids Date:			
Planned Letting Date:			

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.

Environmental Requirements					
Checklist Item		Yes	No	N/A	Comments
1.	Has KYTC received all Clearinghouse Documentation? Date received by KYTC Administering Office: _____	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Has the environmental documentation for the project been approved? Please check the type of environmental documentation below. (23 CFR 771) <input type="checkbox"/> Categorical Exclusion Minor (CE-M) Date Approved: _____ <input type="checkbox"/> Categorical Exclusion Level 1 (CE-1) Date Approved: _____ <input type="checkbox"/> Categorical Exclusion Level 2 (CE-2) Date Approved: _____ <input type="checkbox"/> Categorical Exclusion Level 3 (CE-3) Date Approved: _____ <input type="checkbox"/> Environmental Assessment / FONSI Date FONSI Approved: _____ <input type="checkbox"/> Environmental Impact Statement / ROD Date ROD Approved: _____	<input type="checkbox"/>	<input type="checkbox"/>		
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: _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
4.	Have all applicable environmental permits and/or approvals for the project been secured? If not, please explain. Please check yes or no to indicate if the permit has been obtained and N/A if it is not required.	<input type="checkbox"/>	<input type="checkbox"/>		

	<p>Section 401 – Water Quality</p> <p>Kentucky Pollutant Discharge Elimination System (KPDES) Individual Storm Water Discharge Permit</p> <p>Section 404 – USACE Nationwide Permit (23 CFR 777)</p> <p>Section 404 – USACE Individual Stream Permit (23 CFR 777)</p> <p>Section 404 – USACE Individual Wetlands Permit (23 CFR 777)</p> <p>CLOMA/CLOMR – FEMA</p> <p>Coast Guard (23 CFR 650 Subpart H)</p> <p>Other: _____</p> <p style="text-align: center;"><i>Please attach all permits.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
5.	<p>Is the project in a historic district?</p> <p>If yes, have the plans been submitted to the KYTC State Historic Preservation Coordinator for review?</p> <p>Date approved by KYTC State Historic Preservation Coordinator _____</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		

<p><i>Right-of-Way & Utilities</i></p> <p style="text-align: right;"><i>Note: Only Question #1 applies to Non-infrastructure Projects</i></p>				
	Yes	No	N/A	Comments
<p>1. Right-of-Way Certification Date Approved: _____</p> <p style="text-align: center;"><i>Provide a copy of the Right-of-Way Certification with the LPA-PDC</i></p> <p>Has <u>all</u> Right-of-Way for the project been secured?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <input type="checkbox"/>	
<p>2. Have <u>all</u> 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)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.	<p>Have all Encroachment Permits been obtained for projects that will be constructed on KYTC Right-of-Way? Date Approved: _____</p> <p><i>Provide a copy of the Encroachment Permits with the LPA-PDC</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<p>Are any utilities located within the project area?</p> <p>If yes, have all Utility Agreements/No Impact Letters been approved?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	<p>What do the Utility Impact Notes indicate?</p> <p><input type="checkbox"/> No utilities remain located in the project area at the time of the letting</p> <p><input type="checkbox"/> Utilities will be moved during construction by others and not by LPA selected contractor</p> <p><input type="checkbox"/> Utilities will be moved during construction by a contractor</p> <p><input type="checkbox"/> Utilities will remain in project area and must be avoided by Contractor</p> <p><i>Provide a copy of the Utility Impact Notes with the LPA-PDC. If applicable, list anticipated relocation completion dates in the utility notes.</i></p>				
6.	<p>Is the project located on or adjacent to or require the adjustment of railroad facilities or property?</p> <p>If yes, has the railroad agreement been approved?</p> <p><i>Provide a copy of the Railroad Impact Note with the LPA-PDC</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non Construction Procurement (Purchasing)					
<i>Note: This Section only applies to Non-Highway Construction Projects.</i>					
Checklist Item		Yes	No	N/A	Comments
1.	<p>What method of procurement will be used?</p> <p><input type="checkbox"/> Competitive Bidding RFB approved by KYTC _____</p> <p><input type="checkbox"/> Competitive Negotiation KYTC approval _____ RFP approval by KYTC _____</p> <p>(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).</p>				

<input type="checkbox"/> Small Purchases Procedure <input type="checkbox"/> One quote for expected costs under \$5,000 <input type="checkbox"/> Three quotes for expected cost under \$20,000 KYTC approval _____ <input type="checkbox"/> Exceptions to competitive bidding <input type="checkbox"/> Determination of not practicable or feasible per Finance and Administration Cabinet Manual of Policies and Procedures KYTC approval _____ FHWA approval _____ <input type="checkbox"/> Sole source purchase KYTC approval _____ FHWA approval _____				
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Design, Plans, & Specifications					
<u>Note:</u> This Section only applies to Infrastructure Projects.					
	Checklist Item	Yes	No	N/A	Comments
1.	Have <u>all</u> 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?	<input type="checkbox"/>	<input type="checkbox"/>		
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 <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Title Sheet Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Selected Alignment Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Grading Plans Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Typical Sections Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Summary of Quantities Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Plan Sheets Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Existing and Proposed ROW Locations Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> RW Summary Sheet Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Profile Sheets Y <input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> Drainage/Stormwater Sheets	<input type="checkbox"/>	<input type="checkbox"/>		

	<input type="checkbox"/> N/A <input type="checkbox"/> Erosion and Sediment Control Sheets <input type="checkbox"/> N/A <input type="checkbox"/> Cross Sections <input type="checkbox"/> N/A <input type="checkbox"/> Traffic Control Plans <input type="checkbox"/> N/A <input type="checkbox"/> Signs and Markings Plans <input type="checkbox"/> N/A <input type="checkbox"/> Lighting Plans <input type="checkbox"/> N/A <input type="checkbox"/> Traffic Signal Plans <input type="checkbox"/> N/A <input type="checkbox"/> Special Detail Sheets <input type="checkbox"/> N/A <input type="checkbox"/> Related Construction Notes <input type="checkbox"/> N/A <input type="checkbox"/> Structure Plans <input type="checkbox"/> N/A <input type="checkbox"/> Utility Relocation Plans <input type="checkbox"/> N/A <input type="checkbox"/> Bonding and Warranty Requirements <input type="checkbox"/> N/A <input type="checkbox"/> Landscaping Plans <input type="checkbox"/> N/A <input type="checkbox"/> Demobilization Bid Item <input type="checkbox"/> N/A <input type="checkbox"/> 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/KYTCL-Forms/PolicyManuals.htm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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: _____	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Does the project involve new or revised Interstate Access? If yes: Interchange Justification/Modification Study Approved by FHWA Date Approved: _____	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Is the project located within two miles of an airport? (23 CFR 620.103) <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> Coordinated with Kentucky Airport Zoning Permit (KAR 50.030)	<input type="checkbox"/>	<input type="checkbox"/>		
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Procedures for the Safety and Mobility of Traffic Through Work Zones? Y <input type="checkbox"/> N <input type="checkbox"/> Project classified as "Significant" If so, Public Information Plan Approved by KYTC (Date): _____ Date TMP Approved by FHWA, if applicable: _____ <i>Provide a copy of the Traffic Management Plan with the LPA-PDC</i>				
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Are accommodations provided for bicyclists and pedestrians? (23 CFR 652)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Are all pedestrian facilities and appurtenances: designed in accordance with Americans with Disabilities Act requirements? (www.access-board.gov) consistent with the ADA Transition Plan (on file with the LPA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Does the project utilize the current version of the Kentucky Department of Highways (KDOH) Standard Drawings? If 'No', please provide a detailed explanation.	<input type="checkbox"/>	<input type="checkbox"/>		
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.	<input type="checkbox"/>	<input type="checkbox"/>		
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: _____	<input type="checkbox"/>	<input type="checkbox"/>		
15.	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): _____	<input type="checkbox"/>	<input type="checkbox"/>		
16.	KYTC District Approval of the Plans Date: _____				

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).	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Is the remaining amount of funding consistent with the estimated cost of the construction phase?	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Does the Bid Proposal contain: <input type="checkbox"/> Form FHWA-1273 language? (23 CFR 633.102) <input type="checkbox"/> 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? <input type="checkbox"/> Does the Bid Proposal contain minimum wage rates required by federal law? (23 CFR 635.117)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 _____	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Does the Bid Proposal contain the required non-collusion provision? (23 CFR 635.112 (f))	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Does the Bid Proposal incorporate by reference the most current version of the <u>Standard Specifications for Roadway & Bridge Construction</u> book?	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Do contract documents include a specification and method of payment for all bid items?	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Does the Bid Proposal contain the contract times and dates and any special scheduling provisions? (23 CFR 635.121) Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Completion Date: _____ Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Work Days: _____ Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> Calendar Days: _____	<input type="checkbox"/>	<input type="checkbox"/>		
9.	KYTC District Approval of the Construction Inspection Plans Date: _____ Who will perform the construction inspection services for the project? <input type="checkbox"/> LPA to perform inspection? <input type="checkbox"/> Consultant, hired pursuant to Professional Services Procurement				

	Procedures, to perform the inspection? <input type="checkbox"/> KYTC District ___ to perform inspection?				
10.	Will the LPA use the small construction procurement process? KYTC Approval _____	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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**

Project Manager Signature: _____ Print: _____

Title: _____ 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.	<p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lowest responsible and responsive bidder’s entire bid document (electronic) <input type="checkbox"/> Prequalification status of each contractor bidding the project <input type="checkbox"/> Bid tabulations of all bidders <input type="checkbox"/> Signed DBE plan indicated that the DBE goal has been met – if a DBE goal was applied to this project. <input type="checkbox"/> Prequalification and certification status of DBE’s <input type="checkbox"/> Engineer’s Estimate (should look like the bid form) <input type="checkbox"/> Budget Information (including recommended bid compared to the EE) <input type="checkbox"/> Copy of Official Advertisement of the project and affidavit <input type="checkbox"/> Recommendation letter from consultant to LPA (bid analysis) (email is acceptable, letter is preferred) <input type="checkbox"/> Recommendation letter from LPA to KYTC (email is acceptable, letter is preferred) 				
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2.	<p>The LPA certifies the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The bids were opened and read publicly on the date and time listed in the advertisement. <input type="checkbox"/> The contractor that submitted the lowest bid is responsible and responsive. <input type="checkbox"/> The contractor and all subcontractors are not federally debarred or suspended. 		<input type="checkbox"/>		
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<input type="checkbox"/> The contractor and all subcontractors are prequalified by KYTC in the necessary work areas outlined in the proposal. Or, <input type="checkbox"/> prequalification was waived by KYTC (rare) and documentation is attached. <input type="checkbox"/> The contractor has submitted a bid bond. <input type="checkbox"/> The prime contractor has demonstrated that it will provide at least 40% of the work. <input type="checkbox"/> The contractor has provided all necessary certifications and affidavits. <input type="checkbox"/> The contractor bid on all bid items. <input type="checkbox"/> The contractor acknowledged any addendums to the Bid Proposal. Or, <input type="checkbox"/> N/A				
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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: _____

Title: _____ 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.