



NORTH CAROLINA

Department of Transportation

Local Projects – Right of Way & Plans, Proposal and Estimate

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October 9, 2024 – PTRC Lunch and Learn (Session 3)

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Overview of Session #2

Professional Services

Procurement of Professional Services
for a Project-Specific contract

Procurement of an ON-CALL Contract

Work done by In-House staff



Initiating the PE Phase

If PE funding is an eligible phase of work, then after Agreement is executed and *PE funding is authorized* by FHWA. LGA will:

1. Request to advertise an RFLOI for a project specific contract, on-call or in-house staff. Use template on website. Submit in EBS.
2. Interview, score and make PEF selection. Submit in EBS.
3. Ask PEF to complete rates, manday estimate. Use worksheet on website. Submit in EBS.
4. Review costs with selected firm.
5. Prepare a contract between selected firm and LGA. Submit in EBS.

Professional Services Must...

- All professional services procurement must be in accordance with 23 CFR 172.
- LGA must have their own written procedures, or they can comply with NCDOT's Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts.

Rules of Thumb

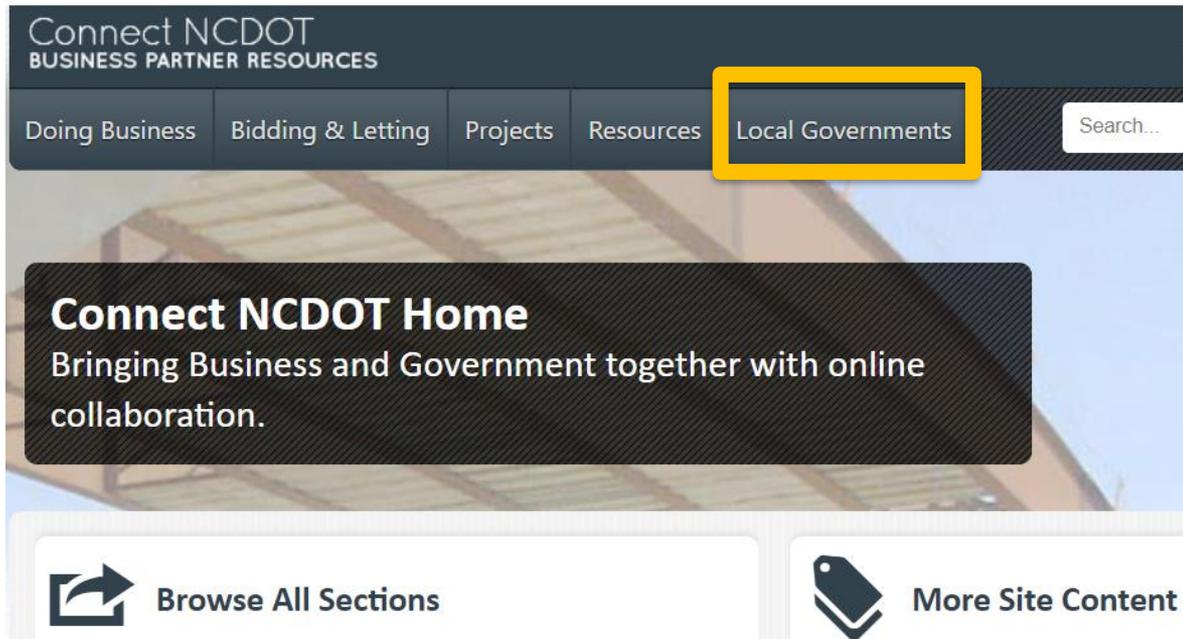
- If we're (NCDOT) paying for it, we want to know about it up front.
NCDOT must review proposed costs before the LGA incurs them
- All procurement must be competitive
- No advertisement prior to funding authorization

Resources

NCDOT Connect Site –

<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>

Or go to connect.ncdot.gov



LOCAL PROJECT RESOURCE



Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.

Connect NCDOT > Local Governments > Local Projects

Introduction

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

WHAT IS A LOCALLY-ADMINISTERED PROJECT?

LGA programs and projects receive federal or state money based on the recommendations of Municipal or Rural Planning Organizations (MPOs and RPOs), NCDOT Program Areas, and Board of Transportation Members. LGAs are responsible for carrying out the design and construction of projects, or implementation of programs.

WHAT IS NCDOT'S ROLE?

NCDOT's role is to advise, approve and oversee the proper expenditure of funds by an LGA on an eligible project or program. NCDOT is committed to establishing appropriate oversight in order to ensure the best use of public funds and compliance with all applicable state and federal regulations.

View an overview of Federal-aid Project Delivery and use of EBS Portal here: [General Overview of Federal-Aid Project Delivery.pptx](#)

FORMS & TEMPLATES

[Letter Requesting Concurrence with PEF Selection](#) 

[Letter from LGA Requesting NCDOT Concurrence with Construction Contractor](#) 

[Project Information Data Sheet](#) 

[Contract Provision for Non-Federal Entities](#) 

[DBE-IS Subcontractor Payment Report](#) 

[Utility/RR Certification Form for LGAs](#) 

[Letter from LGA Requesting Reimbursement](#) 

[Letter from LGA Accepting Project from Contractor](#) 

[Letter from LGA Requesting Concurrence - Construction](#) 

- From the website click on Local Governments
- Local Projects
- Lots of forms/templates
- EBS Guidance

Website Professional services

Updates to the 2009 Handbook

- **Instructions**
- **Webinar**
- Updates (in red)
 - Introduction (Including Contacts)
 - State Transportation Improvement Program
 - **Funding, Eligible Costs, and Match Requirements**
 - **Schedule**
 - Project Agreement
 - Project Information Data Sheet (see Forms & Templates)
- **Funding Authorization Overview**
- **Preliminary Engineering Authorization**
- **Professional Services**
 - **Project Specific Solicitation vs On-Call Contract (Overview)**
 -  **GUIDELINES for COMPLETING RFLOI.pdf**
 - Template Request for Letters of Interest (see Forms & Templates)
 - Letter from LGA Requesting Review of Proposal (see Forms & Templates)

Typical Project Delivery Steps

Agreement

-----Preliminary Engineering Authorization-----

- *Procure Professional Services*

Environmental Document (required)

ROW Plans (required)

-----Right of Way Authorization-----

- *Acquire Right of Way*
- *Relocate Utilities*

Right of Way/Utility/RR Certification (required)

Final Plans, Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
- *Construct & Administer Contract*

Final Inspection (required)

- *Final Reimbursement*

True or False?

NCDOT will reimburse LGA for consultant costs that were incurred prior to execution of our municipal agreement.

FALSE

True or False?

LGA can advertise for an on-call consultant contract prior to having an agreement executed.

TRUE

Multiple Choice

How far can LGA go in the process to get an on-call consultant on board before LGA needs to have funding authorization?

- a. Select a consultant, but not negotiate costs
- b. Negotiate a contract, but not execute.
- c. Execute a contract, but not issue a notice to proceed

Correct Answer: A. Select a Consultant, but not negotiate costs.

True or False?

NCDOT will provide a template for a Request for Letters of Interest (also known as Request for Qualifications)

TRUE

True of False?

NCDOT will provide a template for consultant contract.

FALSE

Multiple Choice

When can LGA advertise for a CEI consultant?

- a. After construction funding is authorized.
- b. Before construction funding is authorized.
- c. Either before or after construction funding is authorized.

Correct Answer: C. Either before or after construction funding is authorized.

True or False?

NCDOT needs to review and approve consultant costs even if NCDOT is not participating in those costs.

FALSE

Always Go Back to 23 CFR 172

- All professional services procurement must be in accordance with 23 CFR 172.
- LGA must have their own written procedures or they can comply with NCDOT's *Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts*
 - Read 23 CFR 172
 - Review **Professional Services** section of Agreement and Handbook
 - Refer to NCDOT's *Policies and Procedures*
 - Utilize DOT's template for a Request for Letters of Interest (RFLOI)

Environmental Documentation

- NEPA and the “umbrella”
- Categorical Exclusion
- Resource Agency Coordination
- Most approval has been delegated to NCDOT

ANY QUESTIONS??

Thank you!

