



# **NORTH CAROLINA**

Department of Transportation



# PTRC Lunch & Learn #3

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# Overview of Session #2

# Professional Services

- Procurement of services for a ***project-specific contract*** and an ***on-call contract***
- Work done by ***in-house staff***

# RESOURCES

NCDOT Connect Site –

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

Or, go to [connect.ncdot.gov](https://connect.ncdot.gov):



Doing Business

Bidding &amp; Letting

Projects

Resources

Local Governments

Search...



Bridge Reuse

Interagency Leadership

Local Projects

Planning

School Transportation

State Airport Aid

State Street-Aid

Utilities

## Local Projects Administration

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

Home ▶ 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.

### FORMS & TEMPLATES

[Letter from LGA Requesting Concurrence with PEF Selection](#)



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



[Letter from LGA Requesting Reimbursement](#)



[Project Information Data Sheet](#)



[FFATA Subrecipient Information Form](#)



[PCE Checklist](#)



[Request for Letters of Interest \(RFLOI\) \\_Design or CEI](#)



[Contract Provisions for Non-Federal Entities.pdf](#)



## Updates to the 2009 Handbook

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### \* **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)

# Rules of Thumb

- If we're 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

*Limited exceptions to these rules*

# 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 me for consultant costs that I incurred prior to execution of our municipal agreement.

# True or False?

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

***FALSE***

# True or False?

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

# True or False?

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

***TRUE***

# Multiple Choice

How far can I go in the process to get an on-call consultant on board before I need 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

# Multiple Choice

How far can I go in the process to get an on-call consultant on board before I need 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

# True or False?

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

# True or False?

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

***TRUE***

# True or False?

NCDOT will provide a template for consultant contract.

# True or False?

NCDOT will provide a template for consultant contract.

***FALSE***

# Multiple Choice

When can I 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.

# Multiple Choice

When can I 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.**

# True or False?

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

# True or False?

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

***FALSE***

# Professional Services

- 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
  - Environmental Assessment
  - Environmental Impact Statement
- Resource Agency Coordination
- Most approval has been delegated to NCDOT

QUESTIONS??