

TRANSPORTATION  
ALTERNATIVES  
PROGRAM  
  
&  
  
RECREATIONAL  
TRAILS PROGRAM

2023 Project Kickoff  
January 24, 2024

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AGENDA

Resources

Program Overview

Program Changes

Responsibilities

Project Process

Questions

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CONTACT INFORMATION

Local Programs Division

LPA@ardot.gov

Grant Procurement Team

Broad Program Questions

Application Cycles

New Project Agreements

Local Project Administration Team

Specific Project Questions

Plan Review

Authority to Advertise/Concurrence

Change Order Approval

Local Resident Engineer Office

Pre-Construction Meeting

Change Order Review

Reimbursement Request

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WWW.ARDOT.GOV/LPA

Local Programs

Local Funding Opportunities

Local Public Agency Project Manual

Local Support

Public Transportation

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Public Agency Project Manual

The Local Public Agency Project Manual is a guide for cities, counties, planning organizations, and eligible not-for-profit organizations that utilize federal funds for locally administered transportation projects. The procedures outlined in this manual address both state and federal requirements.

If you want to sign up for email notifications for information for LPA Programs, please fill the following email form and submit.

SUBSCRIBE NOW

Downloadable Documents for All Programs	
Form LPA-001 (General Requirements for Recipients and Sub-Recipients Concerning Disadvantage Business Enterprises)	PDF
Form LPA-002 (Consultant Selection)	PDF
Form LPA-003 (Required Contents for Bidding Proposals and Construction Contracts)	PDF
Form LPA-004 (Requesting Revision of Project Scope and Budget)	PDF Word
Form LPA-005 (Designating Employee in Charge)	PDF Word
Form LPA-006 (Right of Way Certification - Acquisition Required)	PDF Word

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PROGRAM OVERVIEW

Program Background

Continued by Infrastructure Investment and Jobs Act (IIJA) signed into law Nov. 2021.  
This funding can only be used for transportation alternatives and recreational trails.

Funding

All expenditures prior to a notice to proceed are ineligible. No exceptions.  
No additional funding will be awarded if project costs increase.  
Administrative fee required prior to each phase.

Reimbursement Program

The Sponsor must provide proof of expenditures before receiving federal funds.  
Each reimbursement will be a maximum of 80% of eligible expenses.  
Sponsor is responsible for 100% of costs above the Federal award.  
20% In-Kind/Volunteer eligible only for select projects, additional justification needed.

Changes

All phases are eligible.  
On-Call Consultants are now available.  
Administrative Fee is based on 1% of federal funds for each funded phase.  
Required for all projects except Non-Profit 501(c) (3) Organizations.  
RTP eligible projects are treated as RTP Projects.

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RESPONSIBILITIES

This is your project.

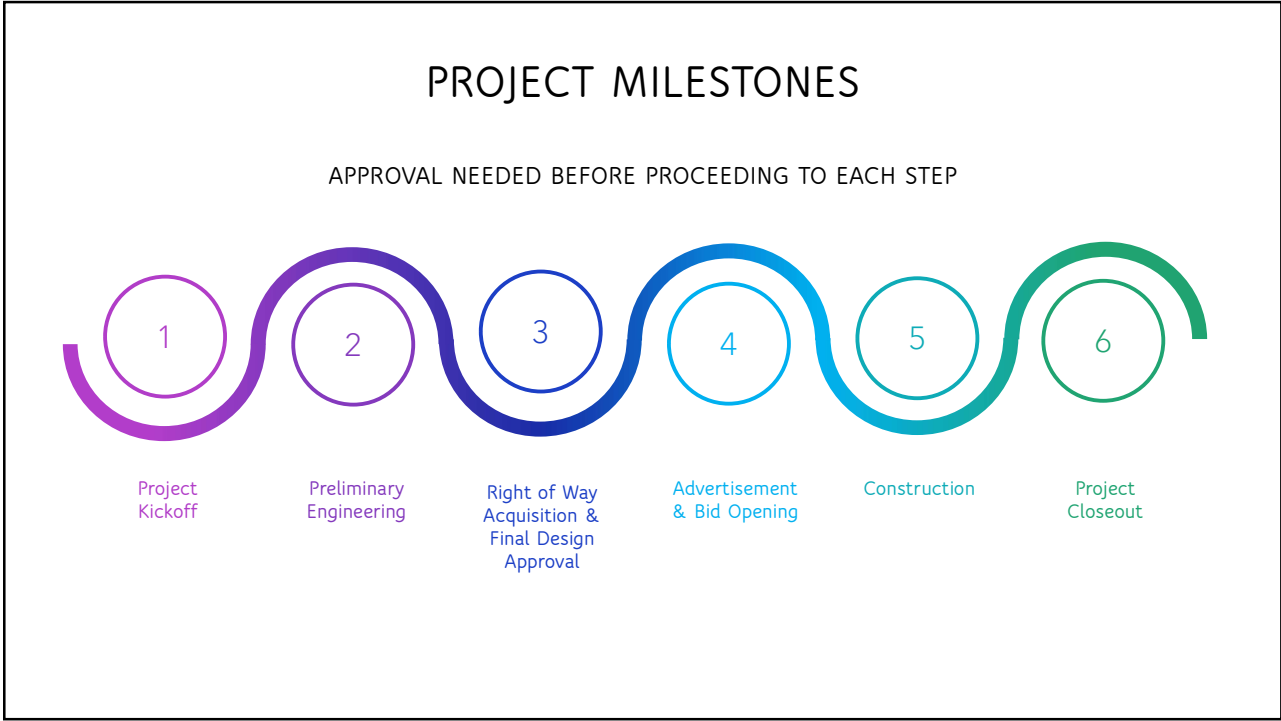
SPONSOR:

Handle All Phases  
Follow Federal Guidelines  
Quarterly Status Updates  
Request Approval for Each Phase  
Request Reimbursement  
Provide 1% Administrative Fee

ARDOT:

Administer the Federal Funds  
Provide Guidance for Federal Funds  
Review Plan Documents  
Routine Environmental Documentation  
Reimburse Eligible Expenses  
Project Closeout

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# PROJECT KICKOFF

1.1

## Agreement

Sign and Return Agreement with Forms LPA-005, LPA-018, and LPA-019.

Submit scope changes via Form LPA-004 at any time.

1.2

## Quarterly Reports Begin

These will be requested via email.

1.3

## Pre-Construction Administrative Fee Due

ARDOT will return executed agreement.

Administrative Fee for 1% of preconstruction award due.

1.4

## Obligation of Design and Environmental Funding

ARDOT will request obligation of federal funds.


This is through Federal Highway Administration (FHWA).

~~If you proceed before funds are obligated, you can not be reimbursed for the Preconstruction phases~~

### Preconstruction Phases Include:

- Design
- Environmental
- Right of Way/Utility

# PRELIMINARY ENGINEERING



## Do not proceed without approval

~~If you proceed before funds are obligated, you will not be reimbursed for Design.~~

PRELIMINARY ENGINEERING

2.1

Consultant Selection

Cannot begin until Federal Highway Administration has given their approval

ARDOT will need to review and approve the task order before it is executed

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Sponsor Handled Consultant Selection Process (Form LPA-002)

1. Advertise for Letters of Interest (LOIs)

2. Designate a Selection Committee

3. Evaluate LOI by set criteria

4. Create a short list

5. Request Proposals from Short List Firms

6. Evaluate Proposals by set criteria

7. Prepare contract and finalize terms

CONSULTANT SELECTION

On-Call Consultant Selection

Funded Phases are eligible

Simplified process

ARDOT will coordinate task order

Expedited process

ARDOT is currently finalizing selections

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2.1

2.2

Consultant Selection

Cannot begin until Federal Highway Administration has given their approval

ARDOT will need to review and approve the task order before it is executed

Design Plans

Submit plans at 30%, 60%, 90%, and 100%

Submit documentation showing existing right of way and draft acquisition documents

Do not speak with property owners!

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DESIGN REQUIREMENTS

• All design plans will need to be certified by an Arkansas Licensed Professional Engineer.

• If right of way will be acquired in the name of the Highway Commission, the surveying firm must be certified by ARDOT.

• If the project is on a public roadway: AASHTO design standards apply and ADA-accessible facilities are required.

• AASHTO Guidelines are adopted as ARDOT Policy.

• Additional ARDOT design guidelines can be found [here](#) or by searching “Roadway Design Plan Development Guidelines” at [www.ardot.gov](#)

• ARDOT Bicycle and Pedestrian Accommodation Policy can be found at: <https://www.ardot.gov/wp-content/uploads/2020/10/AR-bike-ped-policy.pdf>

• Any Design Exceptions must be submitted via letter signed by an Arkansas Licensed Professional Engineer

• The following information should be included.

• Specific design criteria that will not be met;

• Existing roadway characteristics;

• Alternatives considered;

• Comparison of the safety and operational performance of the roadway and other impacts such as right-of-way, community, environmental, cost, and access for all modes of transportation;

• Proposed mitigation measures;

(Source: <https://www.fhwa.dot.gov/design/standards/qa.cfm> )

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PROJECT MANUAL

What is the Project Manual?

The LPA Team will review this document before Authority to Advertise is provided.  
This will be provided to all bidders along with final plans.  
The purpose is to outline the terms of the proposed construction contract.

Invitation to Bidders

This cannot require Bidders to have a State Contractor's License to bid on the project.  
Must mention the Department Job Number, Build America/Buy America and the Non-discrimination clause.  
Should include language giving the Sponsor the right to reject all bids.

Federally Required Documents

Will be provided by our office:

FHWA-1273's & Supplements

Title VI Appendices A & E

Anti-collusion and Debarment forms

Anti-Lobbying Certification

Davis-Bacon Wage Rates

Supplemental Specifications

Special Provisions

DBE Requirements, if applicable

Construction Specifications

These can be the Specifications typically referenced by the Sponsor on other projects.

PRELIMINARY ENGINEERING

2.1

Consultant Selection

Cannot begin until Federal Highway Administration has given their approval  
ARDOT will need to review and approve the task order before it is executed

2.2

Design Plans

Submit plans at 30%, 60%, 90%, and 100%  
Submit documentation showing existing right of way and draft acquisition documents

2.3

Environmental

ARDOT will handle routine environmental documentation. Additional documentation needed will be determined during plan review  
Typically finalized after 90% plans are received



ENVIRONMENTAL REVIEW

Don Nichols

Section Head

Assessments Section

Environmental Division

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- National Environmental Policy Act (NEPA) Documentation is required on all Federal-aid projects.
- NEPA must be completed before right of way acquisition can begin and before construction funds can be authorized by the Federal Highway Administration (FHWA).
- Projects that only require routine environmental documentation, NEPA Documentation to be handled by ARDOT
  - Includes coordination with State Historic Preservation Office (SHPO)
- Projects with non-routine documentation, NEPA Documentation will be the responsibility of the Sponsor, which includes:
  - Any necessary higher levels of investigation for the required document should the project have uncertain or significant cultural, environmental or social impacts; have a likelihood of generating controversy; and/or possible economic impacts.
  - Permits that might be required for the project, include, but are not limited to:
    - Cultural Resources Survey
    - US Army Corp of Engineers - Section 404 permit
    - Arkansas Department of Energy and Environment - Section 401 Water Quality Certification
    - National Pollutant Discharge Elimination System permit
- For projects located on federal lands, the Sponsor must submit a completed environmental document for the project, approved by the agency with authority over the federal lands.

PRELIMINARY ENGINEERING

2.1

Consultant Selection

Cannot begin until Federal Highway Administration has given their approval

ARDOT will need to review and approve the task order before it is executed

2.2

Design Plans

Submit plans at 30%, 60%, 90%, and 100%

Submit documentation showing existing right of way and draft acquisition documents

2.3

Environmental

ARDOT will handle routine environmental documentation. Additional documentation needed will be determined during plan review

Typically finalized after 90% plans are received

2.4

Obligation of Federal Funds for Right of Way & Utility

ARDOT will request obligation of federal funds.

This is through Federal Highway Administration (FHWA).

If you proceed without proper approvals the project may not be eligible for federal funding

FINAL PRECONSTRUCTION APPROVALS




Do not proceed without approval

If you proceed before funds are obligated, this project may be deemed ineligible for federal funds

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FINAL PRECONSTRUCTION APPROVALS

3.1



Right of Way Acquisition & Utility Work

Must follow the Uniform Act.

When complete submit Form LPA-006.

Request reimbursement regularly.

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RIGHT OF WAY & UTILITY GUIDELINES

The project must be open for public use upon completion of the project

Right of way will need to be certified by the Sponsor and the Department

Utilities should be relocated prior to letting the project for construction

If right of way will need to be acquired, the "Uniform Act" must be followed

This is true no matter if federal funds will be used for acquisition reimbursement

The Uniform Act

1. Determine who owns the land

2. Determine how the needed land will be acquired

3. Determine the value of the land

4. Offer the property owner the derived value

5. If the owners agree, have them sign a contract

6. Pay the owners the agreed upon amount

7. Prepare a deed conveying the property

8. Copy all information and send to ARDOT for review

9. Once all property is acquired, certify the job

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FINAL PRECONSTRUCTION APPROVALS

3.1

Right of Way Acquisition & Utility Work

Must follow the Uniform Act.

When complete submit Form LPA-006.

Request reimbursement regularly.

3.2

Authority to Advertise Request

After final PS&E, right of way certification, and environmental documentation complete.

Submit Form LPA-008 or LPA-009.

3.3

Obligation of Construction Funds

ARDOT will request obligation of federal funds.

This is through Federal Highway Administration (FHWA).

3.4

Final Advertisement Approval

Formal letter will be sent giving you the authority to advertise.

Sponsor should submit final advertisement dates and language to the Department.

Must advertise twice in the statewide paper.

First advertisement must be a minimum of 21 days before the scheduled bid opening.

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ADVERTISEMENT



Do not proceed with advertisement

The Department will need to approve the final advertisement before information is sent to the newspaper.

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ADVERTISEMENT

4.1

4.2

4.3

4.4

Advertisement Posted

Bid Opening

Concurrence Request

Concurrence

ARDOT will post on our website.

Bids should be opened and read aloud at the time stated in the advertisement.

Submit Form LPA-011 (RTP projects) or LPA-012 (TAP projects).

This will be a formal letter.

All Addenda should be approved by the Department.


Administrative Fee for 1% of construction award due.

Justification is needed for concurrence of bid more than 10% above preconstruction estimate.

Do not negotiate with bidders!

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# CONSTRUCTION



Do not proceed without approval

If you proceed before funds are obligated, you will not be reimbursed for Construction

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# CONSTRUCTION

5.1

5.2

5.3

5.4

## Pre-Construction Activities

Sign the construction contract and send a copy to the LPA Team and Resident Engineer.  
Schedule the preconstruction meeting and invite the Resident Engineer.

## Construction Begins

Sponsor is responsible for construction inspection.  
If federal funding was received for construction inspection On-Call consultants are available.

## Change Orders

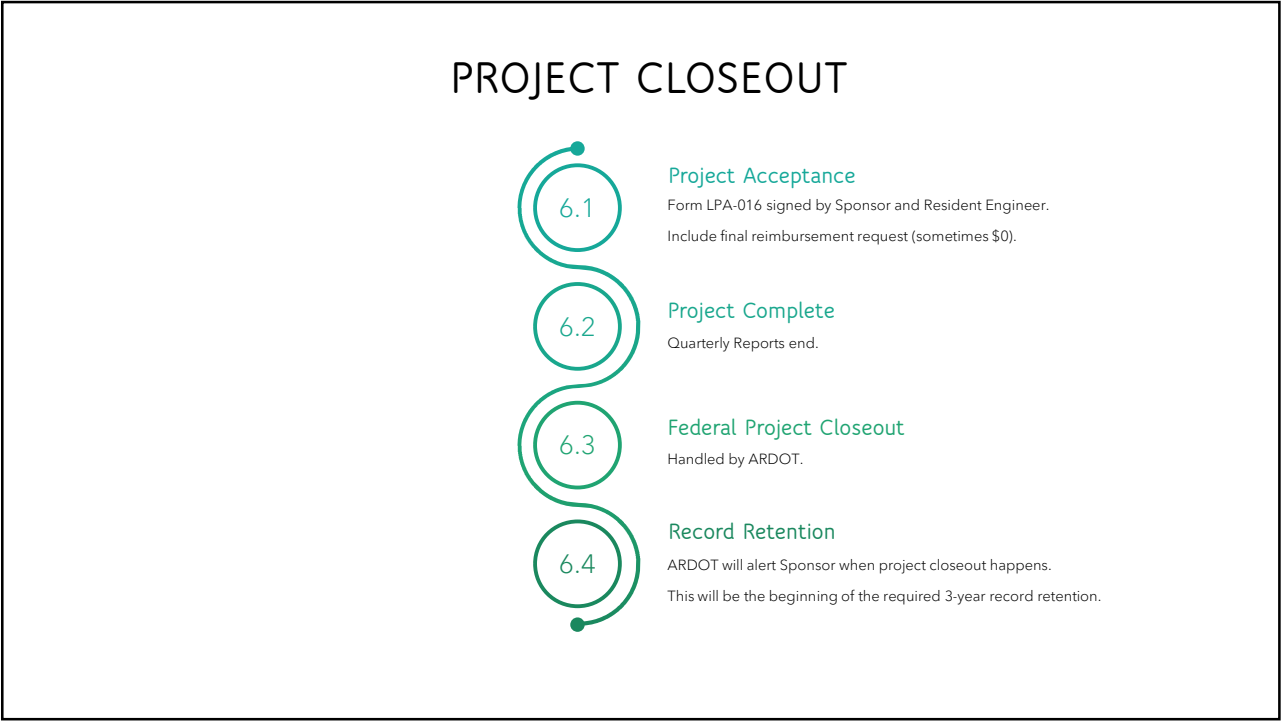
Form LPA-020  
ARDOT must approve change orders before the work is completed

## Reimbursement Requests

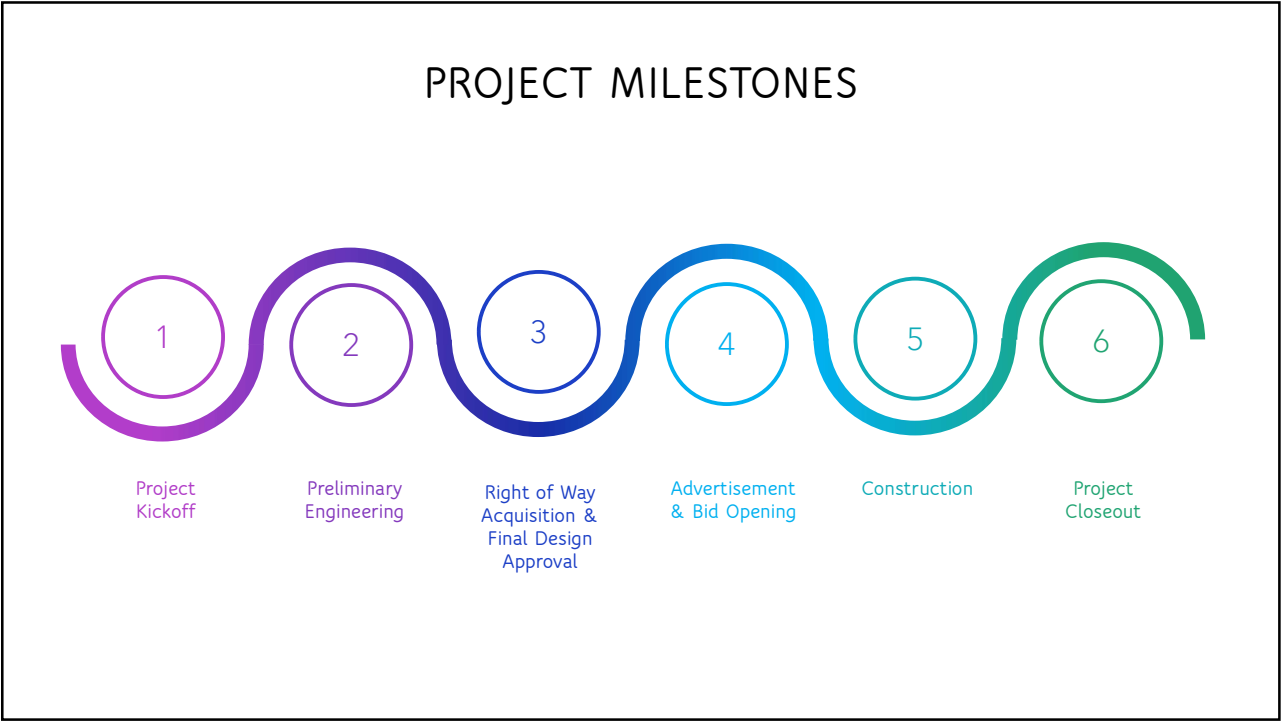
Form LPA-014 and LPA-015  
First one will take about six weeks to process.  
Submit at least quarterly to avoid inactive status.

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