



# What you need to know about Local Public Authority (LPA) owned projects

# General comments:

- ▶ These projects are locally owned and the LPA should be involved and informed throughout the project.
- ▶ The project agreement is between KDOT and the LPA, not the consultant. If there are issues, it is the LPA's responsibility.
- ▶ Communication with the BLP Project Manager should be often and honest. Don't tell us what we want to hear.
- ▶ Plans should follow KDOT format...more or less. If you aren't sure about how critical the format is for something...ask!
- ▶ KDOT Bid items must be used for KDOT let projects. KDOT must approve all specifications for LPA administered projects.
- ▶ The project plans are supporting documents for the Uniform Relocation Act on Federal and State Aid projects. Appropriate Land Surveying requirements must be followed, and complete references must be included.

# Project Schedule (RUPIS)

<b>Kansas Department of Transportation</b>			
<b>PROJECT SCHEDULE</b>			
<b>Bureau of Local Projects (785) 296-3861</b>			
<b>Date Prepared :</b>	<input type="text" value="July 5, 2018"/>		
<b>Prepared for :</b>	<input type="text" value="Any County"/>		
<b>K.D.O.T. Project Number :</b>	<input type="text" value="C-XXXX-01"/>		
<b>Type of Funding :</b>	<input type="text" value="STPBG"/>		
<b>Current Tentative Letting Date :</b>	<input type="text" value="9/15/2020"/>		
<b>NOTICE</b>			
<p>The following dates are furnished as a guide to aid in maintaining this project on a schedule which will insure the letting date indicated. The letting date has been tentatively set and the amount of funds and/or the obligation authority available could cause the schedule to be revised. If the letting date is revised or the completion of the items fluctuate significantly from the established dates listed, this schedule will be revised to indicate the new tentative letting date and project schedule.</p> <p><i>Plans forwarded to BLP will not be processed without a current detailed estimate.</i></p>			
ITEMS TO BE COMPLETED	Months to Letting	DEADLINE COMPLETION DATE	DATE COMPLETED <small>-For Your Use Only-</small>
Consultant Design Contract to be Executed by	22.0	November 25, 2018	<input type="text"/>
Pre-Design Field Check	20.0	January 24, 2019	<input type="text"/>
Field Check Completed	15.0	June 23, 2019	<input type="text"/>
Office Check Plans & Estimate to BLP	11.0	October 21, 2019	<input type="text"/>
Office Check Plans Completed	9.0	December 20, 2019	<input type="text"/>
Final Check Plans & Estimate to BLP	6.0	March 19, 2020	<input type="text"/>
Begin CE Agreements	6.0	March 19, 2020	<input type="text"/>
Final Check Complete	5.0	April 18, 2020	<input type="text"/>
Transportation Revolving Fund Load Application	4.0	May 18, 2020	<input type="text"/>
R/W Clearances (1303 & 1303A Forms) to BLP	4.0	May 18, 2020	<input type="text"/>
Utility Form (1304 & Agreements) to BLP	4.0	May 18, 2020	<input type="text"/>
Corps of Engineers (NW or 404) Permits to BLP	4.0	May 18, 2020	<input type="text"/>
Ks. Water Resources (DWR) Permits to BLP	4.0	May 18, 2020	<input type="text"/>
Begin P S & E	3.5	June 2, 2020	<input type="text"/>
Preliminary Plans to Construction	3.0	June 17, 2020	<input type="text"/>
Plans Complete	1.2	August 8, 2020	<input type="text"/>
CE Agreement Executed	1.0	August 11, 2020	<input type="text"/>
Advertise	1.0	August 16, 2020	<input type="text"/>
0			
<p>CC: Constant Any County File</p>			
			RUPIS-C 6/9/2010

# Project Schedule (RUPIS)

- ▶ Rural
- ▶ Urban
- ▶ Project
- ▶ Implementation
- ▶ Schedule

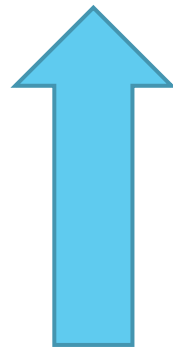
This is a guide...

## NOTICE

The following dates are furnished as a guide to aid in maintaining this project on a schedule which will insure the letting date indicated. The letting date has been tentatively set and the amount of funds and/or the obligation authority available could cause the schedule to be revised.

If the letting date is revised or the completion of the items fluctuate significantly from the established dates listed, this schedule will be revised to indicate the new tentative letting date and project schedule.

*Plans forwarded to BLP will not be processed without a current detailed estimate.*



# This is a guide...

- ▶ If at any point the project is behind schedule enough to cause concern, it is up to the LPA (the project Owner) and their consultant to propose a way to get back on schedule. Moving the let date should be a last resort.
- ▶ If at any point there is a detailed estimate that shows a cost increase near or over 25% difference to the original or previous cost estimate, contact KDOT (and the MPO, if the project is located in an MPO) right away. The Program Manager may need to check to see if additional funds are available and the TIP and/or STIP will require modification prior to obligation.

	Months	DEADLINE	DATE
ITEMS TO BE COMPLETED	to	COMPLETION	COMPLETED
	Letting	DATE	-For Your Use Only-

Consultant Design Contract to be Executed by	22.0	November 25, 2018	
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- ▶ LPA should NOT wait for project agreement to start Consultant acquisition or design UNLESS there are State or Federal Funds in the Design Phase.
- ▶ If the LPA wants the Design Consultant to do Construction Inspection they should follow QBS process and include both phases. This MUST have KDOT oversight if State or Federal Funds are used in either phase.
- ▶ Make sure required language (dependent on funding type) is included in agreement. Contact KDOT-BLP if you are unsure of what is needed.

	Months	DEADLINE	DATE
ITEMS TO BE COMPLETED	to	COMPLETION	COMPLETED
	Letting	DATE	-For Your Use Only-

Pre-Design Field Check	20.0	January 24, 2019	
Field Check Completed	15.0	June 23, 2019	

- ▶ Plans should be approximately 50% complete (bridge portion approximately 25% complete)
- ▶ Should include:
  - ▶ Title Sheet
  - ▶ Plan/Profile Sheets (Including worst case ROW limits)
  - ▶ Bridge Plan and Construction Layout sheets
  - ▶ Traffic Control and Phasing
  - ▶ Preliminary cross sections



	Months	DEADLINE	DATE
ITEMS TO BE COMPLETED	to	COMPLETION	COMPLETED
	Letting	DATE	-For Your Use Only-


- ▶ After Field Check but before Office Check
  - ▶ KDOT should complete NEPA review and issue Environmental Clearance Statement
    - ▶ Exception would be if additional detailed study or mitigation must be performed by LPA
  - ▶ KDOT should issue Design Summary Document (DSD)
  - ▶ KDOT should provide required forms and procedures to begin ROW acquisition process to LPA
  - ▶ LPA should begin ROW acquisition and Utility Relocation Coordination
    - ▶ REMEMBER-All persons directly involved in ROW acquisition MUST be certified through the ROWCP (<http://kutc.ku.edu/training-webinars#>)
  - ▶ Consultant should determine what permits are required and begin permit application process.

	Months	DEADLINE	DATE
ITEMS TO BE COMPLETED	to	COMPLETION	COMPLETED
	Letting	DATE	-For Your Use Only-

Office Check Plans & Estimate to BLP	11.0	October 21, 2019	
Office Check Plans Completed	9.0	December 20, 2019	

- ▶ Plans should be 100% complete
  - ▶ The consultant should believe that the plans are ready for PSE before submitting to KDOT.
- ▶ Detailed Estimate
- ▶ Form 1307 (Status of Permits)
- ▶ Geology Report if project includes a bridge
- ▶ ROW acquisition and Utility Relocation process should be well under way by this point.

	Months	DEADLINE	DATE
ITEMS TO BE COMPLETED	to	COMPLETION	COMPLETED
	Letting	DATE	-For Your Use Only-


Final Check Plans & Estimate to BLP	6.0	March 19, 2020	
Begin CE Agreements	6.0	March 19, 2020	
Final Check Complete	5.0	April 18, 2020	

- ▶ Plans should be 100% complete
  - ▶ ALL markups from Office Check addressed.
  - ▶ If no additional comments, the KDOT Project Manager may elect to upgrade to PSE set.
- ▶ Detailed Estimate
- ▶ Form 1307 (Status of Permits)
- ▶ ROW acquisition and Utility Relocation process should be nearly complete or complete.

	Months	DEADLINE	DATE
ITEMS TO BE COMPLETED	to	COMPLETION	COMPLETED
	Letting	DATE	-For Your Use Only-
R/W Clearances (1303 & 1303A Forms) to BLP	4.0	May 18, 2020	
Utility Form (1304 & Agreements) to BLP	4.0	May 18, 2020	
Corps of Engineers (NW or 404) Permits to BLP	4.0	May 18, 2020	
Ks. Water Resources (DWR) Permits to BLP	4.0	May 18, 2020	
Begin P S & E	3.5	June 2, 2020	
Preliminary Plans to Construction	3.0	June 17, 2020	

- ▶ Plans should be 100% complete
  - ▶ ALL markups from Final Check addressed.
- ▶ Detailed Estimate
- ▶ Form 1307 (Status of Permits) and copies of all permits
- ▶ Forms 1304 and 1306 - ROW acquisition and Utility Relocation process must be complete.

	Months	DEADLINE	DATE
ITEMS TO BE COMPLETED	to	COMPLETION	COMPLETED
	Letting	DATE	-For Your Use Only-

Plans Complete	1.2	August 8, 2020	
CE Agreement Executed	1.0	August 11, 2020	
Advertise	1.0	August 16, 2020	

- ▶ Plans should be 100% complete
  - ▶ ALL markups from PSE Check addressed.
- ▶ KDOT will NOT review this set!  
Consultant is responsible for addressing all PSE comments.
- ▶ KDOT cannot advertise without CE agreement completed!

# After Project Letting...

- ▶ Bid Letting is broadcast at <https://www.ksdot.org/bureaus/burconsmain/audio.asp>
- ▶ KDOT will call for “verbal commitment” followed up with email containing “Commitment of Funds” documents to be signed by LPA
  - ▶ Must be signed and returned to KDOT within 23 days of letting
  - ▶ Funds must be received by KDOT by date noted on “Commitment of Funds” document

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a dynamic, layered effect. The rest of the background is plain white.

Questions?