

Local Public Authority (LPA) Administered Projects

Minimum Requirements

The Kansas Department of Transportation (KDOT), in cooperation with the Federal Highway Administration (FHWA), has developed a program through which local units of government may administer their own federally funded non-National Highway System (non-NHS) projects with minimum oversight from KDOT. Under this program the LPA either develops their own procedures following the guidelines contained in the Bureau of Local Projects Local Public Authority (LPA) Project Development Manual and submits them to KDOT for approval, or they adopt said Manual for their procedures.

Certain minimum criteria have been established for an LPA to be approved to administer federally funded, non-NHS projects. These criteria are intended to provide assurances that projects will be developed in accordance with all applicable laws, regulations, criteria, and accepted engineering practices. The following are the minimum criteria:

General requirements:

1. LPA must have a full-time, public employee in responsible charge. More than one person may share the duties of the Person in Responsible Charge (PIRC), but all must be certified through KDOT's LPA Project Manager Certification program.
2. LPA must employ a licensed professional engineer (LPA-PM) to manage each project; the PIRC may also be the LPA-PM if they meet the criteria. The licensed professional engineer may be publicly employed or a consultant. There may be different project managers for design and construction. All project managers must be certified through KDOT's LPA Project Manager Certification program.
3. BLP must approve all locally developed design criteria manuals and specifications. Any revisions to these documents must be approved by BLP before use on the project.
4. LPA must submit a current organizational chart and EEO policy to BLP. Any revisions to these documents must be submitted to BLP within 30 days.
5. LPA must review this and other applicable sections of this Manual including all appendices.
6. LPA and BLP staff should meet and discuss procedures and responsibilities.
7. LPA should develop procedures for project development including planning, design, letting, and contract administration. These procedures shall be submitted to BLP for approval every three years to maintain their certification. All subsequent changes to the LPA's procedures shall be submitted to BLP immediately for approval. As an alternative, the LPA may commit to following the procedures in this Manual.

Project Specific requirements:

1. Submit a request to develop the project under the approved criteria.
2. Develop a project schedule and cost estimate. (Project must be on the LPA current Five-Year Plan.)
3. Execute an agreement for project responsibilities through BLP and proceed with project development.