

2024 TAP & RTP PROJECT KICK-OFF MEETING



2024 Project Kick-off In-Person Meeting
TAP & RTP Projects
February 26, 2025

LOCAL PROGRAMS DIVISION

LPA@ardot.gov

David Siskowski, P.E. – Division Head
Steven R. Taylor – Assistant Division Head

General Office Number: (501) 435-3255



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LOCAL PROGRAMS DIVISION

LPA@ardot.gov

Grant Procurement Section

Minghua Qiu Miller, P.E. – Section Head

Aarón Pinedo, P.E. – Assistant Section Head

Vicki Breeding – Local Programs Technician

Cassidy Isgrigg – Office Assistant

General (479) 360-7161

Plan Review/OCC Coord. Section

George Davison, P.E. – Section Head

Local Project Administration Section

Whitnee V. Bullerwell – Section Head

Ashley Smith, P.E. – Assistant Section Head

Carlos Meredith – Advanced Engineer

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Kellie Simpson – Local Programs Specialist

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General (501) 569-2481



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Grant Procurement Section

Broad Program Questions

Informational Application Meetings

Application Cycles

Awardee Notifications

New Project Agreements

Plan Review/OCC Coord. Section

Project Design Reviews

On-Call Consultant Selection/Tracking

Local Project Administration Section

Project Kick-off Meetings

Specific Project Questions

Plan Reviews

Obligations of Federal Funding

ARDOT Authority to Advertise

ARDOT Approval for Concurrence

Change Order Approvals

Supplemental Agreements

Final Project Closeout - FHWA



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AGENDA

Project Examples

Resources

Program Overview

Responsibilities

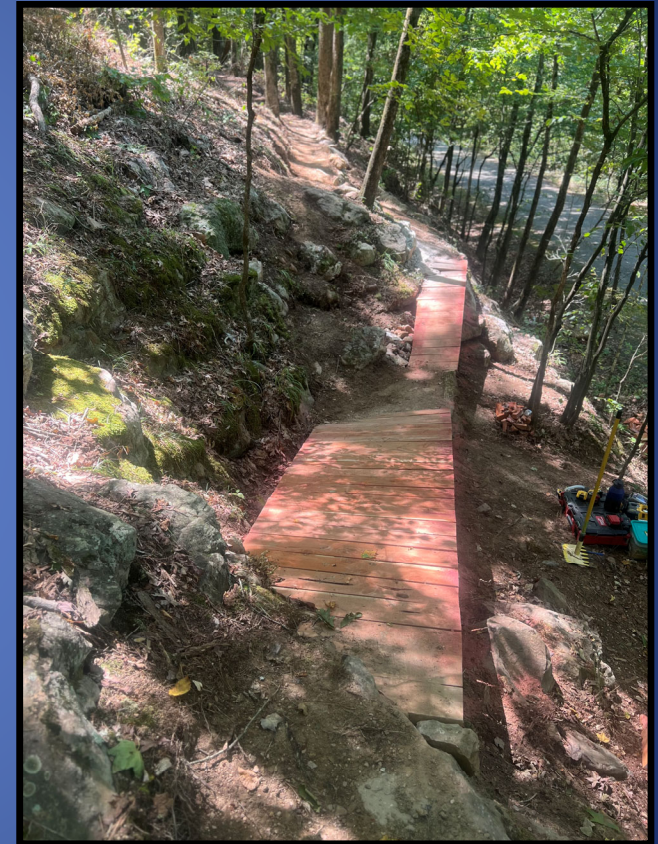
Project Processes

Questions



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PROJECT EXAMPLES



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PROJECT EXAMPLES



[WWW.ARDOT.GOV/LPA](http://www.ardot.gov/lpa) - RESOURCES

- Local Programs
- Local Funding Opportunities
- Local Public Agency Project Manual
- Local Support
- Public Transportation

Home / Divisions / Local Programs / Local Public Agency Project Manual

Local 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 |
| Form LPA-007 (Right of Way Certification - No Acquisition Required) | PDF | Word |
| Form LPA-008 (Authority to Advertise Request - Municipality) | PDF | Word |
| Form LPA-009 (Authority to Advertise Request - Other) | PDF | Word |
| Form LPA-010 (Advertising Guidelines) | PDF | |
| Form LPA-011 (Request for Concurrence in Award - RTP) | PDF | Word |
| Form LPA-012 (Request for Concurrence in Award - TAP) | PDF | Word |
| Form LPA-013 (Request for Concurrence in Award - STBCP) | PDF | Word |
| Form LPA-014 (Construction Certification and Reimbursement Request) | PDF | Excel |
| Form LPA-015 (Report of Daily Work Performed) | PDF | Word |



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PROGRAM OVERVIEW

Funding

- All expenditures prior to a notice to proceed are ineligible for reimbursement. No exceptions.
- No additional funding will be awarded if project costs increase.

Reimbursement Program

- The Sponsor must provide proof of expenditures before receiving federal funds.
- Each reimbursement will be a maximum of 80% of eligible expenses.
- The Sponsor is responsible for 100% of costs above the federal funding awarded.

Changes

- On-Call Consultants (OCC) have been selected. Master Agreements have been/are being executed.
- When finalized, Task Orders will be set-up. If interested, contact the LPA Section to use OCC.



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PROGRAM OVERVIEW



Do not proceed with any project development.
(It is imperative to request permission rather than forgiveness.)

RESPONSIBILITIES

This is your project.



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RESPONSIBILITIES

SPONSOR:

Complete All Phases

Follow Federal Guidelines

Provide Quarterly Status Updates

Request Approval Prior to Each Phase

Request Monthly or Quarterly Reimbursements

Provide Administrative Fee

ARDOT:

Administer Federal Funds

Provide Guidance for Federal Funding

Review & Approve Plan Documents

Review & Approve Right of Way Documentation

Reimburse Eligible Expenses

Complete Project Closeout



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PROJECT MILESTONES

APPROVAL NEEDED BEFORE PROCEEDING TO EACH STEP



Project
Kick-off



Preliminary
Engineering



Right of Way
Acquisition &
Final Design
Approval



Advertisement
& Bid Opening



Construction



Project
Closeout



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PROJECT KICK-OFF



Do not proceed with any project development.
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PROJECT KICK-OFF

1.1

Agreement

ARDOT will send draft agreement.

Sponsor will sign and return agreement with Forms LPA-005, LPA-018, and LPA-019.

Sponsor will submit W-9 to ARDOT. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

1.2

Quarterly Reports Begin

Form LPA-020

These will be requested via email.

1.3

Preconstruction Administrative Fee Due

ARDOT will return executed agreement.

Sponsor will submit to ARDOT administrative fee of 1% of awarded preconstruction funding to be matched with Federal funding.

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 will not be reimbursed for the preconstruction phases.



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PRELIMINARY ENGINEERING



Do not proceed without approval.

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

(It is imperative to request permission rather than forgiveness.)

PRELIMINARY ENGINEERING

2.1

Consultant Selection

Cannot happen until FHWA has given their approval



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REIMBURSABLE DESIGN PROCESS

Sponsor Consultant Selection (6-12 months)

1. Send draft of the request for Letters of Interest (LOIs) and scope of work to be reviewed by ARDOT.
2. Advertise for LOIs.
3. Designate a selection committee.
4. Evaluate LOIs by set criteria.
5. Create a short list.
6. Request proposals from short list firms.
7. Evaluate proposals by set criteria.
8. Send draft Task Order to ARDOT.
9. Execute Task Order.

ARDOT On-Call Consultants (6-8 weeks)

1. 40 Consultants vetted and selected by ARDOT.
2. 23 Master Agreements executed as of today.
3. Sponsor requests that ARDOT assign a Consultant.
4. ARDOT drafts a Tri-Party Task Order.
5. Sponsor, Consultant, and ARDOT execute the Task Order.
6. ARDOT will issue Notice to Proceed for each phase.



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REIMBURSABLE DESIGN PROCESS

Reimbursement for Consultant Work

- The Sponsor is responsible for providing payment to Consultant regardless of procurement method.
- The Sponsor is encouraged to submit consultant invoices to LPA Section for review prior to payment.
- Any payments made to the Consultant for ineligible items will not be reimbursed.
- Reimbursement can be requested by sending forms to LPA@ardot.gov.
- To remain active, submit reimbursements at least quarterly.



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PRELIMINARY ENGINEERING

2.1

Consultant Selection

Cannot happen until FHWA has given their approval

2.2

Design Plans

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

Submit documentation showing existing right of way and draft acquisition documents.

Do not speak with property owners!



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PLAN SUBMITTALS

Design Requirements

- Must be certified by an Arkansas Licensed Professional Engineer;
- For right of way to 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;
- ARDOT design guidelines can be found on our [website](#); and
- ARDOT Bicycle and Pedestrian Accommodation Policy can be found on our [website](#).



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PLAN SUBMITTALS

Design Exception Requests

Must be submitted via letter signed by an Arkansas Licensed Professional Engineer

The following information must 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; and
- Proposed mitigation measures.

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



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CONSTRUCTION DOCUMENTS

Project Manual

Outlines the terms of the proposed construction contract
Must be provided to all bidders along with final plans
The LPA Section must review and approve this document
This will include construction specifications

Invitation to Bidders

Cannot require that bidders have a State Contractor's License.
Should include language giving the Sponsor the right to reject all bids.
Must mention ARDOT Job Number, Build America/Buy America, and the Notice of Nondiscrimination.

Federally Required Documents

Provided by the LPA Section:

FHWA-1273s & Supplements

Title VI Appendices A & E

Anti-collusion and Debarment

Anti-Lobbying Certification

Davis-Bacon Wage Rates

DBE Requirements (if applicable)



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PRELIMINARY ENGINEERING

2.1

Consultant Selection

Cannot happen until FHWA has given their approval

2.2

Design Plans

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

Submit documentation showing existing right of way and draft acquisition documents.

2.3

Environmental

ARDOT will complete routine environmental documentation.

Typically finalized after 90% plans are received.



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ENVIRONMENTAL REVIEW

National Environmental Policy Act (NEPA) Documentation

Required on all Federal-aid projects

Must be completed before right of way and construction funds can be authorized by the FHWA.

Must be approved by the agency with authority over the federal lands.

Permits that might be required, include, but are not limited to:

- Cultural Resources Survey
- US Army Corps of Engineers – Section 404 permit
- Arkansas Department of Energy and Environment – Section 401 Water Quality Certification
- National Pollutant Discharge Elimination System permit

Don Nichols
Section Head, Assessments
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PRELIMINARY ENGINEERING

2.1

Consultant Selection

Cannot happen until FHWA has given their approval

2.2

Design Plans

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

Submit documentation showing existing right of way and draft acquisition documents.

2.3

Environmental

Sponsor will complete routine environmental documentation.

Typically finalized after 90% plans are received.

2.4

Obligation of Federal Funds for Right of Way & Utility Funding

ARDOT will request obligation of federal funds through FHWA.

If you proceed without proper approval the project may not be eligible for federal funding for perpetuity.



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FINAL PRECONSTRUCTION APPROVALS



Do not proceed without approval.

Otherwise, this project may be deemed ineligible for federal funds.

(It is imperative to request permission rather than forgiveness.)

FINAL PRECONSTRUCTION APPROVALS

3.1

Right of Way Acquisition & Utility Work

Must follow the Uniform Act

When complete submit Form LPA-006 to certify the project

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 certification must be completed by the Sponsor and ARDOT.
Utilities should be relocated prior to letting the project for construction.

The "Uniform Act" must be followed regardless of whether federal funds will be used for acquisition.

Blaine Gartrell
Section Head, Utilities
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Sonya Washington
ROW Coordinator, Acquisitions
Right of Way Division
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RIGHT OF WAY & UTILITY GUIDELINES

Following 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 property owner agrees, have them sign a contract;
6. Pay the property owner the agreed upon amount;
7. Prepare a deed conveying the property;
8. Send all information to ARDOT for review (LPA@ardot.gov);
9. Once property is acquired, deed(s) must be properly recorded;
10. Complete the certification.



FINAL PRECONSTRUCTION APPROVALS

3.1

Right of Way Acquisition & Utility Work

Must follow the Uniform Act

When complete submit Form LPA-006 to certify the project

Request reimbursement regularly

3.2

Request Authority to Advertise

After final plans, specifications, and estimate (PS&E), right of way certification, and environmental documentation is complete

Submit Form LPA-008 or LPA-009

3.3

Obligation of Construction Funds

ARDOT will request obligation of federal funds through FHWA.

3.4

Final Advertisement Approval

ARDOT will send a formal letter giving the official authority to advertise.

Sponsor must submit final advertisement dates and language to ARDOT prior to advertising.

Advertisement must be published 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.

ARDOT will need to approve the final advertisement with dates.

(It is imperative to request permission rather than forgiveness.)

ADVERTISEMENT

4.1

Advertisement Posted

Sponsor will send advertisement to the **statewide** paper.
All Addenda must be approved by ARDOT.

Do not negotiate with bidders!

4.2

Bid Opening

Bids must be opened and read aloud publicly at stated time and place.

4.3

Concurrence Request

Submit Form LPA-011 (RTP) or Form LPA-012 (TAP).
Administrative Fee of 1% will be due at this time.
Justification is needed if bid is more than 10% above preconstruction estimate.

4.4

Concurrence

ARDOT will send a formal letter giving concurrence.



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CONSTRUCTION



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

(It is imperative to request permission rather than forgiveness.)

CONSTRUCTION

5.1

Pre-Construction Activities

Sponsor will sign the construction contract and send a copy to the LPA Section and Resident Engineer. Sponsor must invite the Resident Engineer to the preconstruction meeting.

5.2

Construction Begins

Sponsor is responsible for construction inspection. If federal funding was received for construction inspection, consultants will be available through ARDOT.

5.3

Change Orders

Form LPA-022
ARDOT must approve change orders before the work is initiated.

5.4

Reimbursement Requests

Form LPA-014 and LPA-015
First reimbursement will take about six weeks to process.
Submit reimbursement request immediately after construction begins, and at least quarterly to avoid inactive status.



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PROJECT CLOSEOUT

6.1

Project Acceptance

Form LPA-016 must be signed by Sponsor and Resident Engineer.

Submit a final reimbursement request (sometimes \$0) to Resident Engineer.

6.2

Project Complete

Quarterly Reports end

6.3

Federal Project Closeout

Completed by ARDOT

6.4

Record Retention

ARDOT will notify Sponsor when project closeout happens.

The required 3-year record retention begins.



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EXAMPLE PROJECT TIMELINE



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Local Project Administration Section

Whitnee V. Bullerwell – Section Head

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