

VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: PROJECTS DEVELOPED/DESIGNED/ADVERTISED BY CITIES, TOWNS, AND COUNTIES	NUMBER: IIM-LD-216.7
SPECIFIC SUBJECT: GUIDELINES FOR PROCESSING PROJECTS DEVELOPED/DESIGNED/ADVERTISED BY A LOCALITY	DATE: AUGUST 18, 2008
	SUPERSEDES: IIM-LD-216.6
DIVISION ADMINISTRATOR APPROVAL: Mohammad Mirshahi, P.E. State Location and Design Engineer Approved August 18, 2008	

Changes are shaded.

CURRENT REVISION

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- Removed "Utilities" from Right of Way Division; Revised Mobility Management to Traffic Engineering Division.
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EFFECTIVE DATE

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- This memorandum is effective upon receipt.
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POLICY

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- A locality (city, town or county) may request to develop, design and manage a VDOT project. This request must be made by submission of a Request to Administer Project Form to the Residency Administrator, or for urban projects, to the Urban Program Manager.

- A Locality may be authorized to:
 - Conduct the design work for the project, including obtaining all necessary environmental clearances, purchase right of way, procure utility relocations, advertise and administer the project.
 - or
 - Conduct design work only, including obtaining all necessary environmental clearances, right of way, advertisement and administration by VDOT.
 - or
 - Purchase right of way only, with design work, including obtaining all necessary environmental clearances, advertisement, and administration by VDOT or any combination of the above as mutually agreed upon.
- In the event a combination of responsibilities is considered for a project, the appropriate VDOT Divisions must be consulted immediately to coordinate requirements and procedures.
 - Projects should be developed in accordance with this memorandum.
 - All projects should follow the Concurrent Engineering Process. See IIM-LD-226 Preliminary Engineering Project Development Process for instructions on the Concurrent Engineering Process. See also: <http://www.virginiadot.org/projects/concureng-default.asp>
 - A locality has the option of providing the environmental services or having the environmental services provided by VDOT (except for SERP which must be administered by VDOT). VDOT's Environmental Division is to be consulted immediately to coordinate appropriate environmental requirements and procedures.
 - A municipality has the option of entering into an agreement with the Virginia Department of Transportation, to administer its highway construction program and receive quarterly payments for the state portion of its annual highway construction allocations.
 - VDOT's Local Assistance Division develops policy and provides guidance for special funded projects and other programs that impact work performed by localities.
 - Projects administered by others are subject to procedures and guidelines issued by the Local Assistance Division at the time of agreement.
 - Information on the functions of VDOT's Local Assistance Division is available at: www.virginiadot.org/business/local-assistance.asp .
 - Information on the locally administered project process is available at: <http://www.virginiadot.org/business/local-assistance-locally-administered.asp>
 - VDOT's Local Assistance Division's "Guide for Local Administration of VDOT Projects" is available at: www.virginiadot.org/projects/resources/LocalProjAdminGuideV8.pdf .

AUTHORIZATION AND AGREEMENTS

- A locality must submit a Request to Administer Project Form, available at: <http://www.extranet.vdot.state.va.us/forms/> , if it desires to administer a project that is funded with VDOT allocations. All requests from urban localities must be submitted to the respective Urban Program Manager. For all other projects, requests should be submitted to the Residency Administrator for ultimate approval by the Chief Engineer.
 - Enhancement projects are to be administered by the locality once funding is allocated, therefore no Request to Administer Project Form is required, but the Residency Administrator or Urban Program Manager should be notified by the locality when the locality is preparing to administer an Enhancement project.
 - An initial project coordination meeting should be held between the local VDOT project team and the requesting locality to discuss project specifics and to further define the roles of each party.
 - After the request has been approved, a draft local/state project administration agreement will be prepared by the Local Assistance Division or by the Urban Program Manager in cooperation with the Local Assistance Division. Prior to the agreement being prepared, the locality, residency, and district must define the proposed roles of each party and prepare, by phase, project estimates separating locality administered activities from Department administered activities.
 - Standard agreements are developed with information provided by the districts. Customized project-specific agreements are developed through consultation with all appropriate divisions within VDOT.
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PROJECT ASSIGNMENT

For Locality Managed projects:

- The District Administrator assigns Project Coordinators based on resources, experience, etc.
- If the District Administrator does not have the necessary resources he/she consults with the State L&D Engineer for the appointment of a remote Project Coordinator.
- The VDOT Project Coordinator will be the point of contact regarding project scope, schedules and cost estimates and will coordinate project activities with the locality administering the project for all phases of project development. The VDOT Project Coordinator is responsible for notifying other VDOT Project Team members of project scope, schedules and activities.

- The Local Assistance Division will be the point of contact for funding issues on specially funded projects (Access Roads, Revenue Sharing, or similar programs). The Programming Division will be the contact for (non-urban) primary or secondary construction funding issues. The Urban Program Manager will be the point of contact for urban program funding issues.
 - The locality shall also designate a Project Manager to oversee the project and coordinate the project development process between the locality's design team (or their consultant) and the VDOT Project Coordinator.
 - The Locality Project Manager shall adhere to the appropriate VDOT documents for Project Development. The VDOT Project Coordinator is to be the point of contact for documents and guidelines.
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INTEGRATED PROJECT MANAGEMENT (I PM)

- In support of sound project management and IIM-LD-226, *Preliminary Engineering Project Development Process*, the Project Coordinator will schedule only the following activities on all new projects:
 - 12 AUTHORIZE PE
 - 18 STATE ENVIRONMENTAL REVIEW PROCESS (SERP)
 - 22 SCOPING
 - 24 DETERMINE PERMITS NEEDED
 - For locally administered projects, the Project Coordinator will add activity 10 PROJECT AGREEMENT.
 - During scoping, the project team will consider the scope, schedule, budget, and quality. The Project Coordinator will establish the baseline schedule, including a realistic target advertisement date, by determining the required activities and durations.
 - Once the schedule is approved the VDOT Project Coordinator will close the scoping activity, and the project baseline will be established.
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PROJECT DEVELOPMENT

- A project designed by a locality (or a locality's consultant) should follow the same Project Development Process as a project designed by VDOT if State or Federal funding is utilized in the design, right of way acquisition and/or utilities or construction. See VDOT's Project Development Flow Chart.

