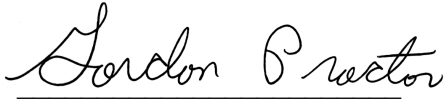


Approved:



Gordon Proctor  
Director

Policy 25-001(P)

Effective: July 1, 2003

Responsible Office: Local Programs

Supersedes Policy: 25-001(P)

Dated: August 28, 2002

## **LOCALLY-ADMINISTERED TRANSPORTATION PROJECTS**

### **POLICY STATEMENT:**

The Ohio Department of Transportation (ODOT), in cooperation with the Federal Highway Administration (FHWA), will allow Local Public Agencies (LPAs) to have primary responsibility for project administration of local transportation projects on facilities where the LPA has ownership and/or maintenance responsibility. These projects are referred to as Local-let LPA projects as they do not follow the traditional project development process where ODOT is responsible for project administration (ODOT-let).

This policy pertains to projects that are funded with Federal, State and/or local monies in any project phase, and which do not directly involve routes comprising the National Highway System.

LPAs may design and develop projects in accordance with existing local design standards adopted by the LPA. Such standards and requirements shall be in accordance with generally accepted engineering safety, design and construction standards and requirements and must include a written process for approval of design exceptions by the LPA. If an LPA does not possess formal written local design standards, then the LPA must use standards as provided in ODOT's *Location and Design Manual* or standards contained in the appropriate American Association of State Highway and Transportation Officials' publication. The respective ODOT district office will determine, based on the project's purpose and need, existing conditions, crash statistics and design standards, whether the LPA project as proposed (including design standard to be used) is eligible for Federal funding.

Through a qualification process, ODOT will determine if an LPA possesses internally or with the use of ODOT prequalified consultants, qualified staff, experience and management oversight to successfully administer a project from preliminary development through construction. Applicant LPAs determined to be qualified will assume the following project management responsibilities:

1. Preliminary development and environmental activities;
2. Final detail design and development of construction plans and specifications;
3. Right of way acquisition and relocation, and utility relocation activities;
4. Railroad coordination including necessary agreements and/or permits;
5. Advertising, competitive bidding, and contract award activities; and
6. Construction contract administration, materials testing, and inspection activities.

The individual in responsible charge of the project duties must be a licensed professional

engineer and, if not a full-time LPA employee, must be employed by an ODOT prequalified consultant. All consultants must be hired through a Quality Based Selection process no matter the funding source of the project phase for which they are hired. If an LPA elects to have both design and construction activities performed by a consultant, the same firm may not perform both functions.

**AUTHORITY:**

*23 USC Sections 112 and 109(p); 23 CFR 635.105; Ohio Revised Code, Section 5501.03(C)*

**REFERENCES:**

Locally Administered Transportation Projects Manual of Procedures

**SCOPE:**

This policy is applicable to all Districts, Divisions and Offices of the Ohio Department of Transportation, and all ODOT qualified LPAs.

**BACKGROUND AND PURPOSE:**

Federal regulations (23 CFR 635.105) allow a state department of transportation to arrange for an LPA to perform work on its own streets and highways for which the state does not have legal jurisdiction. This is permitted provided that certain conditions are met and the FHWA Division Administrator has given approval. It does not relieve the Ohio Department of Transportation of overall project responsibility.

This policy supercedes Policy 25-001(P) dated August 28, 2002.

**QUALITY ASSURANCE REVIEWS (QARs):**

ODOT will perform quality and/or compliance monitoring activities regarding any aspect of a locally-administered transportation project. The results of such monitoring efforts shall be communicated in writing by ODOT to both the LPA and FHWA. When corrective action is determined to be needed, ODOT shall provide the LPA with the appropriate advice and guidance to remedy the matter.

**TRAINING:**

Training, coordinated by the Office of Local Projects, shall be developed and conducted for ODOT district office staff members and for LPAs interested in administering their own transportation projects. The training will be conducted to ensure that this policy and statewide operating procedures are communicated to all LPAs seeking to process projects under this policy, as well as all Program Managers having programs affected by this policy.

**FISCAL ANALYSIS:**

The scope of this policy has reduced the Department's administrative and technical involvement in approximately 200 Local-Federal and or Local-State projects each year. As a result, ODOT has realized savings in manpower that was previously dedicated to developing such projects on behalf of the LPAs. Additionally, ODOT believes that this policy has had a positive economic impact on the overall delivery costs of local transportation projects, allowing these finite resources to be stretched further.