

QUALITY ASSURANCE GUIDELINES FOR LOCAL FEDERAL-AID PROJECTS ADMINISTERED BY THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

September 19, 2011

SECTION 100.00 INTRODUCTION

Local Public Agencies (LPA) have been utilizing federal funds for many years to construct highway improvement projects. While the use of such funds has proven to be a tremendous benefit to the highway infrastructure, and therefore to the traveling public, those who have been directly involved in securing federal funds recognize it can be a time-consuming and complicated process. The intent of these guidelines are to provide an outline of the Quality Assurance process utilized by the Local Highway Technical Assistance Council (LHTAC) when administering these projects for LPA's. In most situations LHTAC will act as the Idaho Transportation Department (ITD) (either as the District or HQ) utilizing the procedures outlined in the Departments process manuals and within the authorities granted in the LHTAC Stewardship agreement. For the purposes of engineering approvals the LHTAC Deputy Administrator will be a licensed professional Engineer in the State of Idaho. Whenever there is a significant deviation from a process outlined in these manuals this document will outline the procedure to follow as an exception to the process.

SECTION 200.00 QUALITY ASSURANCE PROCESSES

This guide is based upon ITD's *Guidelines for Local Public Agency Projects (LPA Guidelines)*. Revisions or supplements to ITD's LPA Guidelines will be shown in the following sections. Revisions or supplements to other ITD adopted processes or guides will be listed with additional notations listing the specific manual and location. LPA Guidelines or other process manuals without changes will not be listed.

For projects eligible for funding under the Rural and Urban STP program and outside of a Metropolitan Planning Organization, LHTAC will use the most recent or most appropriate ITD process manuals to assure quality. These process manuals include, , but are not limited to:

- ITD Directive Memos & Policies
- Guidelines for Local Public Agency Projects
- Highway Program Manual
- Bridge Design LRFD Manual
- CADD Standards Manual
- Concept Report Guide
- Context Sensitive Solutions Guide
- Contract Administration Manual
- Contract Time Determination Manual
- Developing Your Stormwater Pollution Prevention Plan
- Emergency Response Guidebook
- Environmental Process Manual
- Erosion and Sediment Control - Best Management Practices Manual (BMP)
- Guide for Utility Management (GUM)
- Guide to Public Involvement
- Guidelines for Crash Cushions & Barrier End Treatments
- Idaho Roadside Revegetation Handbook
- Idaho Test Methods

ITD Value Engineering Guidelines
Laboratory Operations Manual
Materials Manual
Native Plants for Idaho Roadside Restoration & Revegetation Programs
Professional Service Agreement Procedures
Quality Assurance Manual
Railroad Guide
Right of Way Manual
Road Safety Audit Manual
Roadway Design Manual
Safe Routes To School Manual
Safety Evaluation Instruction Manual
Sign Chart
Standard Drawings
Standard Specification for Highway Construction '04': Supplementals Included
Idaho Standard for Public Works Construction
Traffic Manual
Traffic Signal and ITS Equipment Specifications

Revisions or supplements to ITD processes or guides that reflect LHTAC's current quality assurance processes will be listed in the following sections. LHTAC reserves the right to write interim process update memo's and guidelines should any of these guides become out of date or the process is replaced or discontinued. Also LHTAC will update this guide from time to time as appropriate with submittal to ITD for concurrence.

SECTION 300.00 HIGHWAY PROGRAMMING

The Federal-aid funding for LPA projects is administered by ITD and LHTAC. Every year, the ITD Districts and LHTAC prepare a proposed list of projects that is submitted to the IT Board. These projects are prioritized and balanced to fit into a planning program called the Idaho Transportation Investment Program (STIP).

The LPA's will coordinate their project requests through LHTAC. **Requests should be submitted between December 1st and February 28th.** Projects will be submitted to the Highway Programming Section at ITD Headquarters in Boise each March.

A project application form is distributed by LHTAC in the fall of a year applications are accepted. This application requests general information about the proposed project, the ITD-2435 form, and the ITD-1150 form (cost estimate) are required. Also needed is a signed resolution by the City Council or Commissioners. This application is a commitment to see this project through the Federal-aid process if recommended for funding.

Application for projects eligible for funding under the Urban STP program and outside of an MPO area are handled differently as accumulated balances for these jurisdictions are an essential consideration for eligibility.

Applications for projects eligible for funding under the Local Bridge and Off-system Bridge are also handled differently as eligibility is based upon bridge condition.

In the fall of years when applications are accepted, LHTAC will normally conduct half-day workshops in each ITD District which are intended to help the LPA's understand the Federal-aid process and assist with their applications.

Applications are mailed to each eligible LPA in November and are usually due back to LHTAC in February. Projects are ranked by the LHTAC Council and Staff. The rankings are available after the March Council

meeting. The top projects are recommended for funding to the IT Board for inclusion in the draft ITIP.

Once the project request has been received and submitted for inclusion into the draft ITIP, a programming team balances the projects to meet the budget and enters them into the ITIP. The Federal Highway Administration (FHWA) requires that the public be allowed to comment on the proposed ITIP. Typically, in July, the ITIP is distributed for public comment. Changes in the draft STIP can and do occur during the process until the IT Board approves the document. The draft STIP is reviewed and approved by the IT Board in late September. FHWA and the Federal Transit Authority (FTA) must review and approve the Federal-aid portion of the STIP.

SECTION 400.00 POSSIBLE FUNDING CATEGORIES

The [Current Update for the ITIP](#) depicts the available local funding categories for Federal-aid work and the most common types of projects. However, LHTAC will administer LPA projects on the Rural STP, Urban STP, Local Bridge and Off-system Bridge programs as requested.

Emergency Relief Projects for the local highway system not within an MPO will be administered by LHTAC.

SECTION 600.00 LPA FUNDING RESPONSIBILITIES

640.00 CHANGE ORDERS. Delete all references to Enhancement, Congestion Mitigation and Air Quality (CMAQ) funding categories.

SECTION 700.00 AGREEMENT FOR PROJECT DEVELOPMENT

Once FHWA and FTA have approved the ITIP, project development is initiated when ITD and the LPA execute the State/Local Agreement (Project Development). LHTAC will be the LPA's contact regarding the agreement.

710.00 PREPARE STATE/LOCAL AGREEMENT FOR PROJECT DEVELOPMENT (PD). The State/Local Agreement (PD) will be prepared through a combined effort of the LHTAC and ITD Headquarters. After the agreement is prepared, it is forwarded by LHTAC to the LPA for signature. A resolution is necessary if there is less than a quorum signing the agreement. The LPA will receive a fully executed original of the agreement from LHTAC.

720.00 TERMS OF AGREEMENT. The State/Local Agreement (PD) describes the responsibilities of all parties, and provides for the amount of deposit required from the LPA to pay for the incidental services to be provided by ITD or LHTAC in development of the project.

SECTION 800.00 OBTAINING CONSULTANT SERVICES

805.00 – REQUEST FOR CONSULTANT. A request for consultant services can be initiated through LHTAC. An ITD-2760, Request for Consultant Services can be completed by LHTAC for the LPA and sent to the ITD (CAU) for processing.

815.00 - DETERMINE METHOD OF ACQUIRING CONSULTANT DESIGNER (CONTACT LHTAC FOR ASSISTANCE). There are two federally approved methods of acquiring consultant design services.

- Use of a pre-approved consultant list or
- Qualification Based Selection through solicitation

Pre-approved List

ITD has a pre-approved list of consultants for all aspects of highway and bridge design of federally funded projects. This list is known as the **TERM AGREEMENT LIST** and is available from LHTAC. If this is the method that will be used, skip to [820.00](#).

Qualification Based Selection

Qualification Based Selection (QBS) as described in [23CFR172](#) and the **ITD PROFESSIONAL SERVICES AGREEMENT PROCEDURES MANUAL (PSAP Manual)** is required for all Federal-aid bridge and highway projects. LHTAC will assist the LPA in securing the services of a consultant. The Term Agreement List was produced following QBS procedures, and is therefore an allowed method of consultant selection. QBS procedures have specific guidelines which are outlined below. For more detailed information, contact LHTAC.

The LPA, with the assistance and coordination of LHTAC, must complete the following steps for projects over \$500,000 in design fees:

820.00 – SELECT CONSULTANT FROM ITD TERM AGREEMENT LIST. Any LPA needing consultant services for a federal funded highway or bridge project with potential consultant fees that will not exceed \$150,000, may use the ITD’s Term Agreement List to select a pre-qualified consultant to perform the desired professional services. This list is available from LHTAC or the ITD District Representative. Once a consultant is selected from the Term Agreement List, and prior to notifying the selected consultant, contact LHTAC or the ITD District Representative. Discuss with LHTAC or the ITD District Representative the consultant being proposed, the scope of work, the estimated cost of professional services and the steps listed below.

For projects with engineering fees over \$150,000 but less than \$500,000, an abbreviated consultant selection process is available for use by the Local Highway Jurisdiction. After completion of the ITD-2760 form the LPA may select at least three firms from the Term Agreement list for consideration. ITD will review the listed firms for eligibility. Once the list is approved by ITD, the LPA may solicit a Request For Information (RFI) from each firm. Firms will be ranked based upon their response to the RFI and if desired, an interview. The LPA must take care to treat each consultant equally and record the responses and ranking criteria. A small selection committee is required to rank the RFI and interview responses. The LPA will inform LHTAC of their selection by letter and must provide appropriate documentation including criteria and individual rankings. Detailed information on this process can be found in the Professional Services Agreement Procedures Manual.

825.00 – INDIVIDUAL PROJECT SOLICITATION AND CONSULTANT EVALUATION CRITERIA. For agreements administrated by LHTAC the agreement administrator will be LHTAC.

830.00 – ADVERTISING FOR CONSULTANT SERVICES. When the Statement of Interest (SOI) is ready for distribution, the LPA must determine to which consultants it will be mailed to. ITD has a mailing list known as the Master Mailing List. This list is available from LHTAC.

835.00 – RANKING OF DESIGN FIRMS. Typically a selection committee is appointed to review and rate the proposals. This selection committee should be comprised of the agreement administrator (the agreement administrator is the contact person for the consultant, normally LHTAC), a representative from the LPA, two or three subject matter experts, and LHTAC if not the agreement administrator. Consult with LHTAC to arrive at a well- balanced selection committee.

840.00 – INDEPENDENT MAN-DAY ESTIMATE. Using the detailed scope of work, LHTAC or a qualified representative of the sponsor will fill in the blank man-day estimate. This independent estimate will be used in the project negotiations.

850.00 – NEGOTIATIONS. Once the detailed scope of work is submitted and both man-day estimates have been delivered to ITD in Boise, a negotiation meeting will be set up. The agreement administrator (normally LHTAC), consultant, and a representative from the LPA are typically participants in the negotiation.

855. 00 – PREPARE PROFESSIONAL AGREEMENT. Once negotiations are completed, ITD will prepare the professional agreement. The agreement shall include by reference the “CONSULTANT AGREEMENT SPECIFICATIONS” which are generic to all professional agreements. These specifications are provided by ITD. The LPA, consultant and ITD shall all be signatory to the agreement.

855.01 – Agreement Approved By ITD. All four copies of the agreement and PSA are signed by the State. LHTAC delivers an original of the agreement and PSA to the LPA and the consultant. The third copy is kept by the State. The fourth copy is kept by LHTAC. Once the agreement is signed by all parties, it is considered ratified, and work can commence upon issuance of the Notice to Proceed and completion of the pre-operational conference.

855.02 – Reimbursement For Project Development By Consultant. Reimbursement for project development performed by consultant and approved for Federal-aid will usually be in the form of credit, which is applied to the amount the LPA owes for construction. To receive reimbursement, the LPA must furnish ITD with copies of all consultant billings, together with copies of corresponding payments by the LPA. Reimbursement will be the lesser of consultant billings, LPA payments, or the approved agreement amount.

855.03 – Reimbursement For Project Development By LPA. Reimbursement for project development performed by the LPA, and approved for Federal-aid, will also be made. However, to receive reimbursement, the LPA must furnish LHTAC with a breakdown of actual costs of labor, material and equipment expended to accomplish the project development. ITD will confirm the costs through an audit before remitting the reimbursement.

855.04 – Deposit Required. The LPA’s deposit covering their share of the project costs, including estimated construction costs, is required prior to advertisement for bid. Acceptable payment of these funds is by warrant or check made payable to the Idaho Transportation Department.

After the agreement is signed by the LPA and is returned to ITD, along with the LPA’s share of the costs, ITD signs the agreement and returns a fully executed original to the LPA.

860.00 – CONDUCT PRE-OPERATIONAL CONFERENCE. After Notice to Proceed has been given, a pre-operational conference may be held. Attendees of this conference are typically the consultant, LPA and LHTAC. The purpose of this conference is to go over billing and payment procedures, address right-of-way issues and procedures, and to address any other questions on the scope of work and project development. (See [Section 700](#) of ITD’s Roadway Design Manual for more information regarding local projects.)

SECTION 900 - GUIDELINES FOR DEVELOPMENT (Section is renamed and revised from LPA Guide)

910.00 - ENGINEERING PROCEDURES. Many of the authorities delegated to ITD under 23 USC 106 for project approval and oversight are being delegated to LHTAC and are defined in the ITD/LHTAC Stewardship Agreement Preliminary engineering, construction review, approval activities and other activities involving environmental reviews, project authorization, Disadvantaged Business Enterprises, consultant selection, and agreement procedures shall be administered as follows.

920.00 - DESIGN STANDARDS. All projects shall be designed in accordance with the ITD Roadway

[Design Manual and Materials Manual](#) or the appropriate design standards applicable to the type and location of the improvement and as specified in the State/Local agreement. The Department Roadway Design Manual also describes design exception approval procedures. All projects shall comply with the Americans with Disabilities Act (ADA) requirements.

930.00 - STATUS REPORTS. Local agencies are required to provide a Project monthly Status Report) to LHTAC as needed for each project that has not been awarded a construction contract. Project Status Reports shall include an update of project schedules and costs. Once a project is under construction, submittal of Project Status Reports is no longer required. Failure to provide a Project Status Report may result in the project being dropped from the program.

940.00 - PROCESS REVIEWS. LHTAC will use the process review as identified in the Roadway Design Manual as the main method for determining if local agencies are in compliance with all Federal-aid laws, regulations, and procedures. Process reviews will be used to evaluate all aspects of the local agencies Federal-aid program and to improve local procedures.

950.00 - PROCESS MILESTONES / APPROVALS. Per the LHTAC Stewardship Agreement, the processes under this category shall be administered per the agreement and/or the State and Local Agreement.

950.01 Concept Approval. The Design Consultant for the local agency is required to submit a concept report to LHTAC for review and approval prior to beginning any preliminary design. The concept report shall be in accordance with the Design Manual and the Concept Report Guide.

CONCEPT APPROVAL

Local Sponsor	Approval required for all projects
LHTAC F.A. Manager	Recommendation required for all projects
LHTAC Deputy Administrator	Approval required for all projects

950.02 - Preliminary Design. The Design Consultant for the local agency may complete all necessary design work needed to complete the environmental document or to comply with other environmental laws during the NEPA process as required. This should not be construed as an authorization to proceed with final design for the entire project, but only to perform those aspects of the project necessary to address environmental concerns such as impacts to wetlands, Section 4(f) evaluations and Section 106 of the National Historic Preservation Act. The preliminary design shall be in accordance with section 300 of the Roadway Design Manual.

950.03 - Materials Design. Materials Design should follow the ITD Materials Manual

MATERIALS PHASE REPORT APPROVAL

LHTAC Deputy Administrator	Approval (except Geotechnical)
ITD Geotechnical Engineer	Geotechnical Approval (typically phase 4)

A project may require a specific material or product (Sole Source) when there are other acceptable materials and products. References to single trade name materials in specifications and on plans shall be justified in writing including a public interest finding and will be provided to RD on all projects. For Full Oversight projects, this data will be forwarded to FHWA for approval by the FHWA Division Administrator. For all other projects this data will be approved by the Design Engineer. Documentation shall be approved prior to PS&E Submittal.

For guidance on sole source justification and public interest findings see:
<http://www.fhwa.dot.gov/programadmin/contracts/011106qa.cfm>

950.04 – Location And Design Study Report Approval. The Design Consultant for the local agency may not precede with final design activities until environmental clearance has been provided. Environmental clearance is obtained once FHWA has approved the final environmental document (Construction Engineering, Finding of No Significant Impact or Record of Decision) or the Department has approved the project as a programmatic categorical exclusion. Location and Design Study Report shall be approved by LHTAC as follows.

LOCATION AND DESIGN STUDY REPORT APPROVAL

LHTAC F.A. Manager	Recommendation
LHTAC Deputy Administrator	Approval

950.05 - PS&E Procedures. Upon completion of the project, the sponsor or their Design Consultant will submit the appropriate documentation for PS&E review prior to advertising of the project. The PS&E shall be in accordance with section 400 of the Design Manual.

PS&E SUBMITTAL / APPROVAL

Utility Waiver	Approved by LHTAC Administrator
Utility Agreements	Approved by LHTAC Administrator
Utility Relocation Order	Approved by LHTAC Administrator
Utility Hearing	Approved by LHTAC Administrator
PS&E Package	Approval by ITD Engineer

950.06 – Design Exception Approval. Design Exceptions are part of the Concept Report process. If Design Exceptions are expected LHTAC will participate on a Design Exception Committee comprising of the LHTAC Deputy Administrator, LHTAC F.A. Administrator, FHWA and the ITD Design Engineer and other SME’s as needed to review the Design Exceptions on LHTAC administered projects. ITD will be the approver of Non-NHS Design Exceptions on LHTAC administered projects.

DESIGN EXCEPTION APPROVAL Design Exception Required

NON-NHS	When approved by Committee check box and add date
NO Design Exception Required - Leave All Check Boxes Blank	

SECTION 1000.00 – ADVERTISE AND AWARD

When the State/Local Agreement for Construction is completed and the LPA’s share of the project has been paid, the ITD advertises the project for construction. The advertisement period is normally three weeks. Once the bids are opened, Roadway Design will proceed to award the contract to the successful bidder.

If, however, the low bid is more than 10% above the Engineer’s estimate, LHTAC will contact the LPA to see if they want the project to be awarded, or not. If the LPA authorizes the project to be awarded, the LPA must pay

its share of cost over-runs. Also, IT Board policy requires the low bid be justified before the contract is awarded if it is more than 10% above the Engineer's estimate. Upon IT Board and LPA approval to proceed, it may be as long as one month before the contract is awarded.

If the LPA gives written notice that it is not in their best interest to go forward with the project which is more than 10% above the Engineer's Estimate, ITD will reject the bids and hold the project until notified by the LPA to modify or re-advertise.

SECTION 1100.00 – GUIDELINES FOR CONSTRUCTION

When plans for the project are completed and approved, the environmental document has been approved, the right-of-way has been secured, and the project is ready to be advertised for construction, ITD and the LPA must enter into an agreement for construction (State/Local Agreement (Construction)). LHTAC will be the LPA's contact regarding the agreement.

1110.00 - CONSTRUCTION ADMINISTRATION. Construction administration procedures (use of consultants, project management, quality assurance, etc.) will be discussed prior to advertising. These procedures will be as presented in the ITD Contract Administration Manual and referenced in the State/Local Agreement before a request for authorization for construction is approved.

1120.00 – PREPARE STATE/LOCAL AGREEMENT FOR CONSTRUCTION. The State/Local Agreement (Construction) will be prepared through a combined effort of LHTAC and ITD Headquarters. It is forwarded by HQ Program Oversight Section to the LPA for signature. A resolution by the LPA is necessary if there is less than a quorum signing the agreement.

1120.01 – Terms of Agreement. The agreement describes the responsibilities of all parties during the construction phase of the project, and provides for the amount of deposit required of the LPA for their share of the estimated construction costs. Change Order costs are in addition to this deposit. The agreement will also take into consideration reimbursement of the federal share of costs for the completed project development phase which was programmed for federal participation. In the agreement, the LPA will designate an authorized representative to act on the LPA's behalf regarding action on change orders. The agreement will also spell out the LPA's maintenance responsibilities after construction is complete.

1120.02 - Status Reports. LHTAC or LPA's are required to provide a Construction Status Report to LHTAC as needed for each project that has been awarded a construction contract. Construction Status Reports shall include an update of project schedules and costs.

1130.00 CONSTRUCTION ENGINEERING. Federal-aid projects require extensive inspection of the contract work and a considerable amount of contract administration that falls under the headings of Construction Engineering (CE), Construction Consultant (CC) and Construction LHTAC (CL). The cost of this construction engineering and inspection (CEI) is significant enough to warrant attention during estimating project costs. When estimating the overall cost of a project, CE, CC and CL should be estimated at the following percentages based on the administration provided.

1130.01 – Programming Construction Costs. Calculation of local agency match is based on total project cost including estimates for CE, CC and CL. The actual cost of each will be determined upon completion of the project. If the actual cost of CE, CC and CL is greater than 25% for projects under

\$500,000, the local agency will be required to provide additional matching funds for that portion above 20%. If the actual cost of CE, CC and CL turns out to be less than 25%, the savings will be credited toward the LPA total matching funds. If the actual cost of CE, CC and CL is greater than 20% for projects over \$500,000, the local agency will be required to provide additional matching funds for that portion above 20%. If the actual cost of CE, CC and CL turns out to be less than 20%, the savings will be credited toward the LPA total matching funds. Final reconciliation of these costs should occur within three years after completion of the project.

1130.02 – ITD As Construction Administrator. When ITD acts as the contracting agent and provides the construction engineering, which includes inspection, materials sampling and all other aspects of contract administration, allow 10% of the contract estimate for CE.

1130.03 – LHTAC As Construction Administrator. ITD has approved LHTAC’s use of the following percentages for negotiation of projects in construction as an exception to the Roadway Design Manual section 270.

For projects that are below \$500,000. (<500k)

- | | |
|--|-----------------------------|
| • CE, CL, CC | are limited to 20% |
| • CN for contingencies (Change Orders) | is set at 5% |
| • Total | is limited to 25% |
| • Smoothness bonus | separate, based on estimate |
| • QA | separate, based on estimate |
| • Claims Analysis | separate, as required |

For projects that are above \$500,000. (>500k)

- | | |
|--|-----------------------------|
| • CE, CL, CC | are limited to 10% |
| • CN for contingencies (Change Orders) | is set at 5% |
| • Total | is limited to 15% |
| • Smoothness bonus | separate, based on estimate |
| • QA | separate, based on estimate |
| • Claims Analysis | separate, as required |

These limits can be exceeded based upon a written justification.

1140.00 – FORCE ACCOUNT CONSTRUCTION. Force account construction is the direct performance of highway construction work by a state highway agency, county, a highway district, or a city through the use of labor, equipment, materials, and supplies furnished by them and used under their direct control.

Local agencies cannot do construction work on Federal-aid projects as part of their agency match. If it is in the public interest, however, an agency can do construction work on a Federal-aid project for reimbursement. To determine if in the public interest, the agency must first show that this method is more cost effective than doing the work by contract or that an emergency exists. This is accomplished by submitting an ITD 2395, Request for Federal Aid on No-Bid Items of Work (Force Account) . For Federal Aid Emergency Relief a Detail Damage Inspection Report replaces the ITD-2395.

Force account work may be reimbursed by actual cost, including the costs of material, direct salary, payroll burden, and other direct costs, or on an agreed unit price basis.

Force account forms for full oversight projects will be submitted to FHWA, through the Design Engineer, for approval. Force account forms for exempt projects will be submitted to the Design Engineer for approval. These forms shall be approved prior to PS&E Submittal.

1150.00 – CONSTRUCTION CHANGE ORDERS. The Construction Management consultant for the local agency shall be responsible for initiating the change order. LHTAC shall submit all construction change orders to the LPA for their concurrence. The LPA is required to give their approval as soon as possible, but no later than ten (10) calendar days after receipt of the change order. If the LPA’s share of any change order exceeds \$1,000, ITD will collect the local’s share prior to starting work under the change order.

Change order approval will be processed with the following authority.

CONSTRUCTION CHANGE ORDERS (see Contract Admin Manual for change details)

LHTAC CONSTRUCTION ENGINEERING MANAGER	Approval of Change Orders up to \$25,000.
LHTAC DEPUTY ADMINISTRATOR	Approval of Change Orders between \$25,000 and \$500,000
LHTAC DEPUTY ADMINISTRATOR	Approval of Change Orders greater than \$500,000 in consultation with ITD

1160.00 – CONSTRUCTION CLAIMS. LHTAC will follow the contract with the LHTAC Construction Engineering Manager approval commensurate with resident engineer level and the LHTAC Deputy Administrator commensurate with Chief Engineer level. LHTAC will typically consult claims analysis and employ the alternate disputes method for Claims Review Boards within certain projects.

1170.00 - QUALITY ASSURANCE PROGRAMS. The Construction Management consultant for the local agency shall be responsible for performing Project materials sampling and testing using a Quality Assurance Program as presented in the ITD Quality Assurance Manual and referenced in the State/Local Agreement.

1180.00 - INDEPENDENT ASSURANCE PROGRAMS. The ITD District will perform the Independent Assurance on all local projects. If the ITD District is not available, LHTAC may consult the Independent Assurance function and report the results to ITD. Additional consultant administration costs may have to be added through the 2101 process to cover these costs.

1190.00 – PROJECT ACCEPTANCE. There will be a final inspection of the project made by ITD/LHTAC before the project is accepted on behalf of ITD and the LPA. The LPA will be notified of the inspection and may make separate inspection or attend the inspection with ITD/LHTAC. LHTAC will document acceptance of the project on behalf of the LPA, transmit the letter to ITD for their acceptance concurrence, and furnish the LPA with a copy of the acceptance letter. The LPA is required to submit a letter of acceptance for the project at the time of completion.

LHTAC ADMINISTRATOR	Acceptance
ITD	Concurrence

SECTION 1200.00 – PROJECT CLOSURE

Project(s) should be closed out promptly following construction activities. The District Records Inspector (DRI) will coordinate with LHTAC and the LPA sponsoring the project to finalize project closure in a timely manner.

1210.00 – CERTIFICATION OF MATERIALS. LHTAC will review the materials certification documentation, make appropriate determination of participation and prepare the materials certification according to the following authorities.

CERTIFICATION OF MATERIALS

LHTAC DEPUTY ADMINISTRATOR	Approve (except for full oversight)
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1220.00 – REVIEW OF CONSULTING SERVICES. The quality of the consultant’s engineering design and any consulted CEI will be evaluated by the LHTAC immediately after the final design review and after completion of project close-out following construction. LHTAC will later distribute these evaluations to the LPA and consultant.

1220.00 – FINAL CLOSEOUT. LHTAC will conduct a final cost accounting of the project, which will reconcile eligibility for federal reimbursement with the costs recorded in the project program.

The District Records Inspector will submit a report of expenditures, and a report of completion that will include materials certification, a final invoice, detail of final estimate, change order summary, and any contractor claims.

The final cost accounting will determine if overpayments must be recovered from the LPA, or if final reimbursements are due to the LPA. If a balance is owed the LPA, the LPA may choose to have the money reimbursed by check, or applied to another active project.

FHWA regulations require that project records and documentation be maintained for at least three years after the final cost accounting.

SECTION 1300.00 – LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

The Local Highway Technical Assistance Council (LHTAC) was created by the 1994 Legislature under [Title 40, Chapter 24, Idaho Code](#). LHTAC is a Public Agency and represents all of the cities, counties, and highway districts in Idaho, regardless of their membership in one of the Associations. To assist the Locals in processing their Federal-aid projects, LHTAC has been a participant with ITD in project processing and development.

1310.00 - LHTAC RESPONSIBILITIES. Program / Project Oversight - Per the Stewardship Agreement, LHTAC is responsible for administering the design and construction on the projects. Under 23 USC, ITD must maintain overall accountability for the Local Federal-aid program in Idaho. LHTAC will be responsible for program, project management and construction management of local projects. This will include such items as:

- Assisting the locals with project applications.
- Assisting locals with preparing scopes of work and negotiations for consultant agreements.
- Reviewing and approving concept reports, design approval, Right of Way plans, Materials reports, , PS&E and other documents as noted in the current ITD/LHTAC Stewardship Agreement.
- Reviewing environmental evaluations, preliminary and final plans and specifications,
- Arranging consulting services and overseeing such services acting as ITD in the approved areas.

Annually, ITD and LHTAC will review the program of scheduled projects to determine which projects or activities within a project will be audited and reviewed by ITD for oversight. The criteria for selecting oversight

activities will include:

- Technical complexity (bridge design, geotechnical challenges, new procedures).
- Environmental Impact Statement required.
- Special environmental challenges.
- New alignment projects.
- Urban projects where utilities/right-of-way add to the degree of difficulty.
- Represent a small sampling of projects being administered by LHTAC.

Specific LHTAC Responsibilities - LHTAC will review, monitor, and approve activities as necessary in the designated areas of responsibility to comply with applicable laws, regulations, directives, and standards as noted in the ITD/LHTAC Oversight Table. View the latest LHTAC oversight agreement to determine the areas of responsibility.

SECTION 1500 & 1600 LPA GUIDELINES SECTIONS DELETE IN THEIR ENTIRETY.

SECTION 1700.00 - FORMS

Typical Federal Aid Bar Chart	Bar Chart
Project Development Checklist	Checklist
Local Federal Aid Project Request	ITD-2435
Request for Federal Aid on No-Bid Items of Work	ITD-2395
Project Cost Summary Sheet	ITD-1150
Request for Consultant Services	ITD-2760
Consultant Evaluation Form	ITD-2759

Any additional forms can be obtained from LHTAC.

SECTION 1800.00 - ACRONYMS USED IN THIS GUIDE

CE - Construction Engineering
CEI – Construction Engineering and Inspection
CFR - Code of Federal Regulations
CMAQ - Congestion Mitigation and Air Quality
EAC - Enhancement Advisory Committee
FHWA - Federal Highway Administration
FTA - Federal Transit Administration
IDEQ - Idaho Division of Environmental Quality
IM - Interstate Maintenance
IT Board - Idaho Transportation Board
ITD - Idaho Transportation Department
LHTAC - Local Highway Technical Assistance Council
LPA - Local Public Agency
MPO - Metropolitan Planning Organization
NEPA - National Environmental Policy Act
NHS - National Highway System
PD - Project Development
PE - Preliminary Engineering
PLH - Public Lands Highway
PSA - Professional Services Authorization
QBS - Qualification-Based Selection
RFP - Request for Proposal
SOI - Statement of Interest
ST - State-Funded
ITIP – Idaho Transportation Investment Program
STP - Surface Transportation Program
TEA-21 - Transportation Equity Act of the 21st Century
WFLHD - Western Federal Lands Highway Division