

Local Public Agency Program

**Statewide Planning Partner Meeting
February 8, 2019**



Who Are We?

Julie Stotlemeyer, P.E., Assistant State Design Engineer
LPA Program, Policy

Laura Ellen, P.E., Design Support Engineer
Districts: Northeast, Central, St. Louis, Southeast
Programs: BRO, BEAP, FLAP, STBG-SU, Consultant Services

Andrew Seiler, Transportation Planning Specialist
Districts: Northwest, Kansas City, Southwest
Programs: TAP, TEAP, STBG-LU, CMAQ

Rod Braman, Intermediate Planning Technician
Technical support, Website, Training, Consultant & Bid Advertisements



Local Public Agency Partners



Federal-State-LPA Partnership



LPA Strategic Vision

Develop a Continuous Improvement Team

LPA Advisory Committee

Develop a MoDOT/FHWA Certification Program

LPA Basic Training

Improve the Missouri LPA Manual

Engineering Policy Guide 136

Develop a Program and Project Management Tool

Statewide Management System (SMS)



LPA Advisory Committee

18 – 20 Members

Staggered Three Year Terms

Balance of City, County, Urban, Rural, RPC, MPO, Consultants

Quarterly Meetings

- **Streamline LPA Process**
- **Disseminate Information**
 - **Provide Feedback**



LPA Basic Training

- Started in 2012 to meet FHWA requirements
- Required for all project sponsors and consultants

<https://www.modot.org/local-public-agency>

Training Opportunities

LPA BASIC TRAINING

- [MoDOT U LPA Basic Training Class Link](#)
- [Live Class Schedule](#)
- [LPA Basic Training FAQ](#) 
- [Official LPA Basic Training Roster Master 1/9/2019](#) 

ADDITIONAL TRAINING OPPORTUNITIES

- [Federal Aid Essential Videos](#)
- [NHI Training](#)
- [Right of Way Training in MoDOT U](#)

TECHNICIAN CERTIFICATION (REQUIRED)

- [Technician Certification](#)

ENVIRONMENTAL CLEARANCE TRAINING

- [NEPA Training](#)

- On-line/video training Approximately 4 – 5 hours
- Certification good for 2 years

LPA Basic Training

Person In Responsible Charge

23 CFR 635.105

Full-time employee of LPA
OR
Elected Official

- Administer Project
- Familiarity of Day-to-Day Operations
- Decision Making, Scope Changes
- Site Visits
- Financial Transactions
- Contract Oversight



LPA Basic Training

Course Objectives

Objective 1

Understanding Federal-Aid Program

Objective 2

Learn how to start your project

- Planning Your Project
- Application Writing Tips
- Getting Started
- Consultant Services

Objective 3

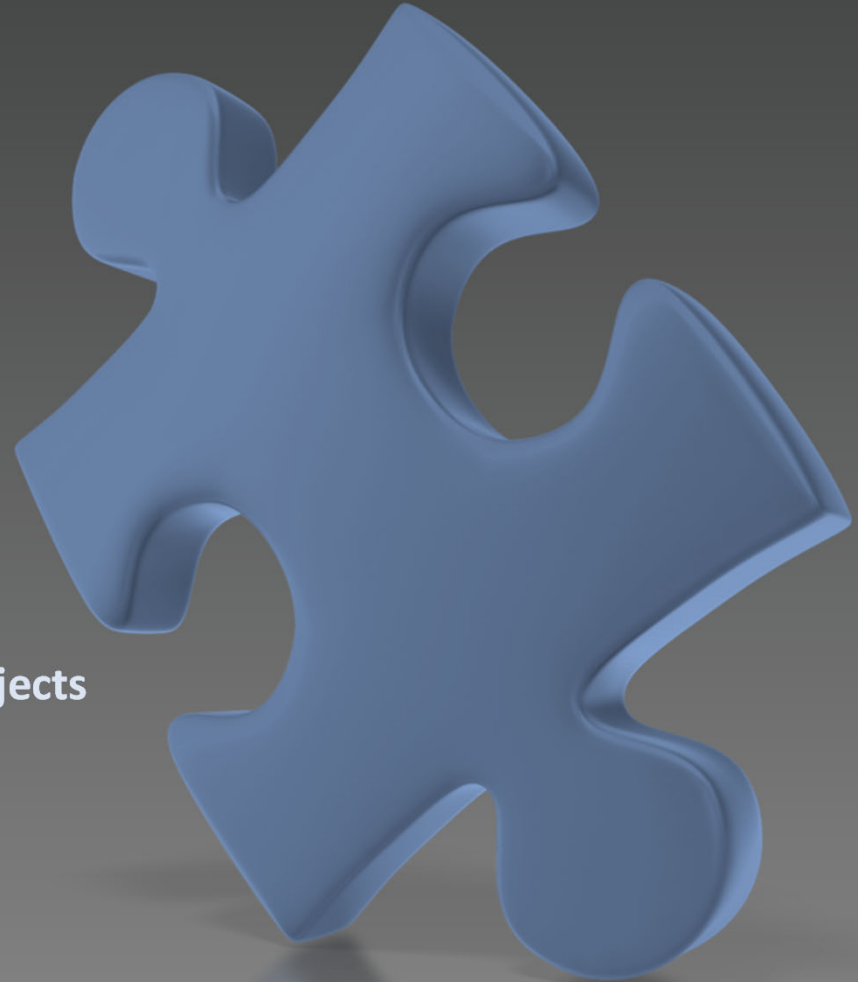
Learn how to successfully deliver your projects

- NEPA
- Designing Your Project
- Right of Way
- Bidding Your Project

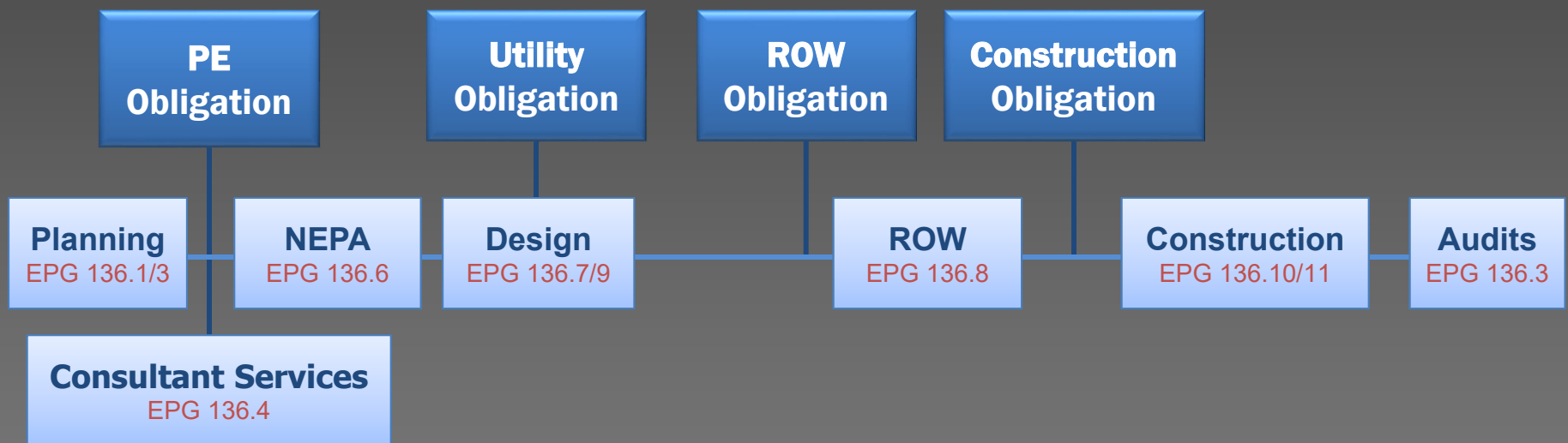
Objective 4

Learn how to build, inspect & close out your project

- Construction Inspection & Documentation
- Project Reviews & Audits
- Resources Available to You



Project Milestones



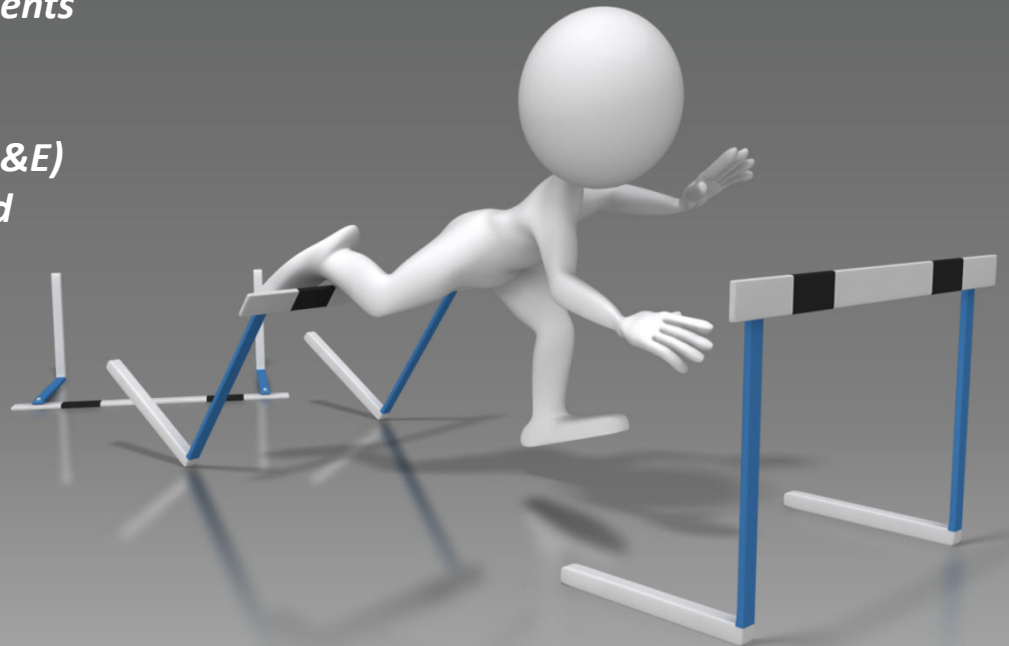
LPA Manual

MoDOT Engineering Policy Guide (EPG)

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Roles & Responsibilities
Key Steps
Flow Charts



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Training Opportunities
Technician Certification



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Reasonable Progress Policy
Invoicing and Reimbursement
Federal Funding Programs
Eligibility Selection, & Programming



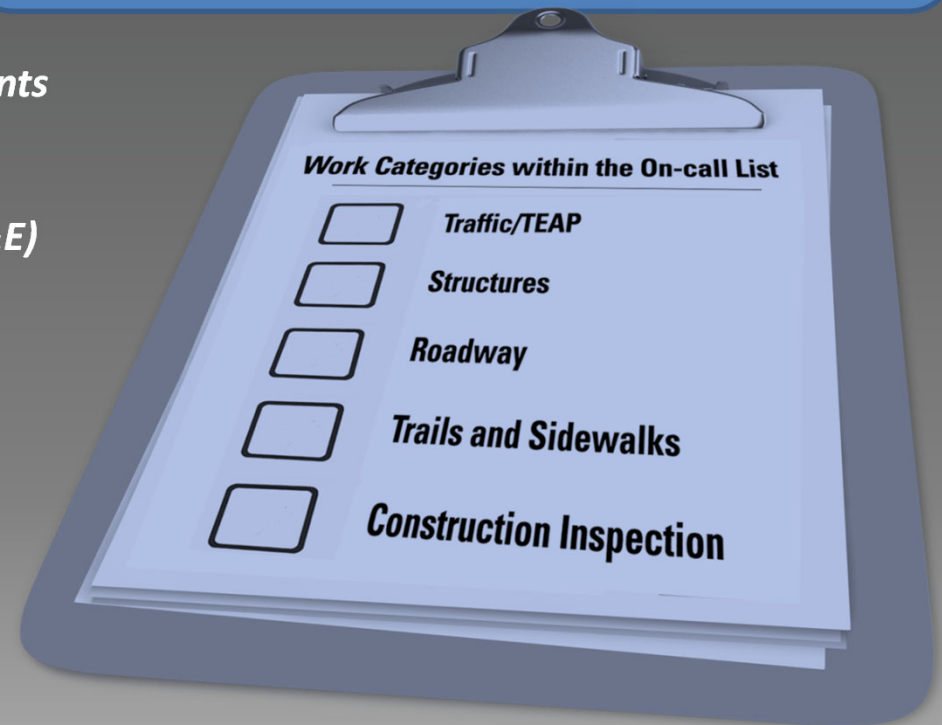
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**Consultant Qualification
Solicitation & Selection (QBS or On-call)
Contracts & Contract Management**



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**Volunteer & Work by Local Forces
Purchasing**

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NEPA

Section 106, T&E, 404, 4f, 6f, etc.
CE, CE2, EA, EIS, ROD



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Roadway
Bridges
ADA
Utilities
Public Hearings



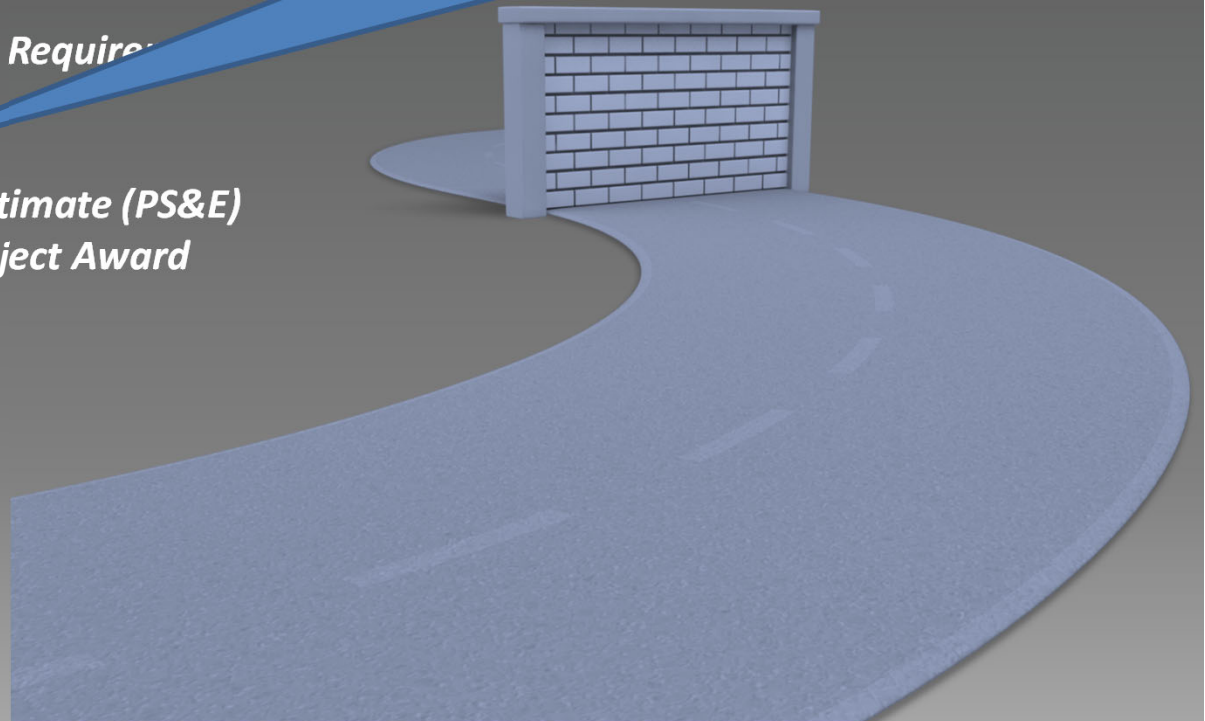
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Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970



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Required Submittals & Clearances
Bid Proposal & Required (and Restricted) Provisions



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Contractor Qualification
Bid Advertisement & Opening
Concurrence in Award



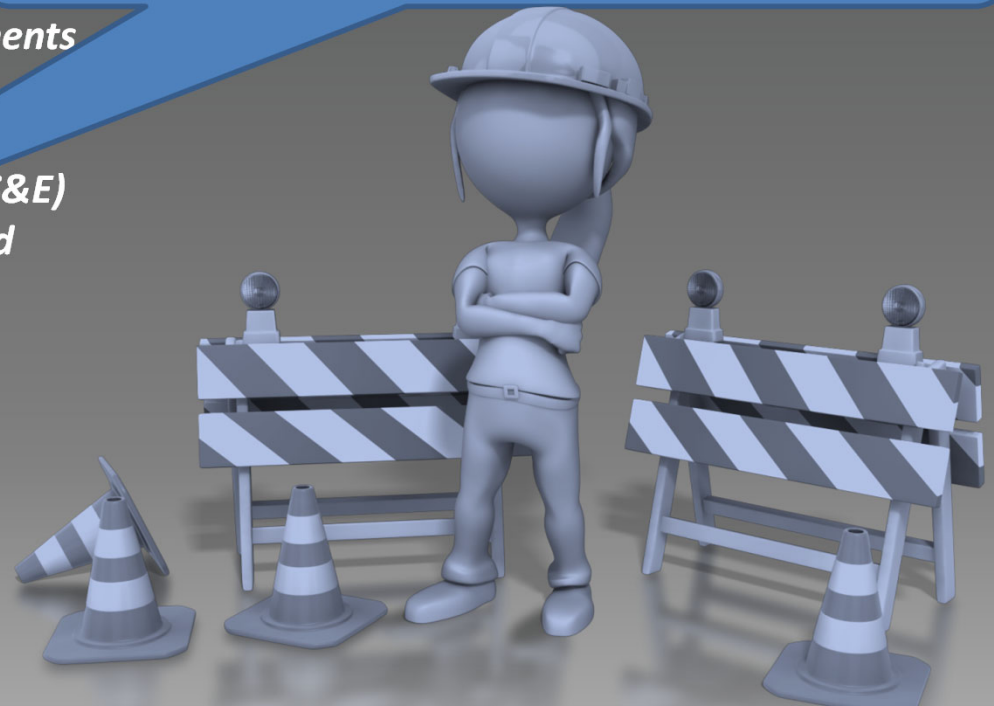
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Project Diaries
Buy America
Change Orders
Closeout Documentation

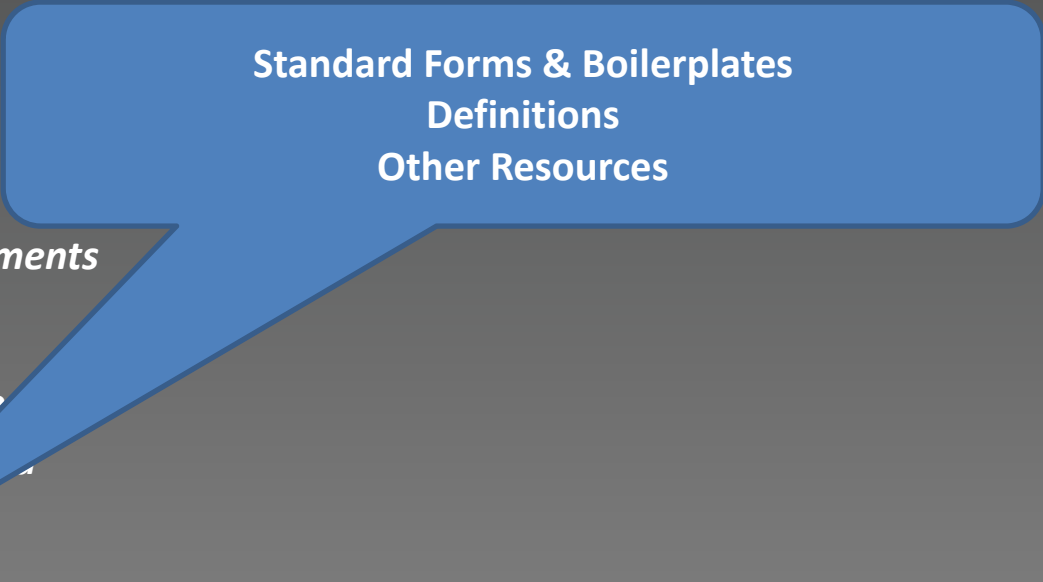


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Standard Forms & Boilerplates
Definitions
Other Resources

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136.9 Plans, Specifications & Estimate (PSE)

136.10 Bid Advertisement & Project Award

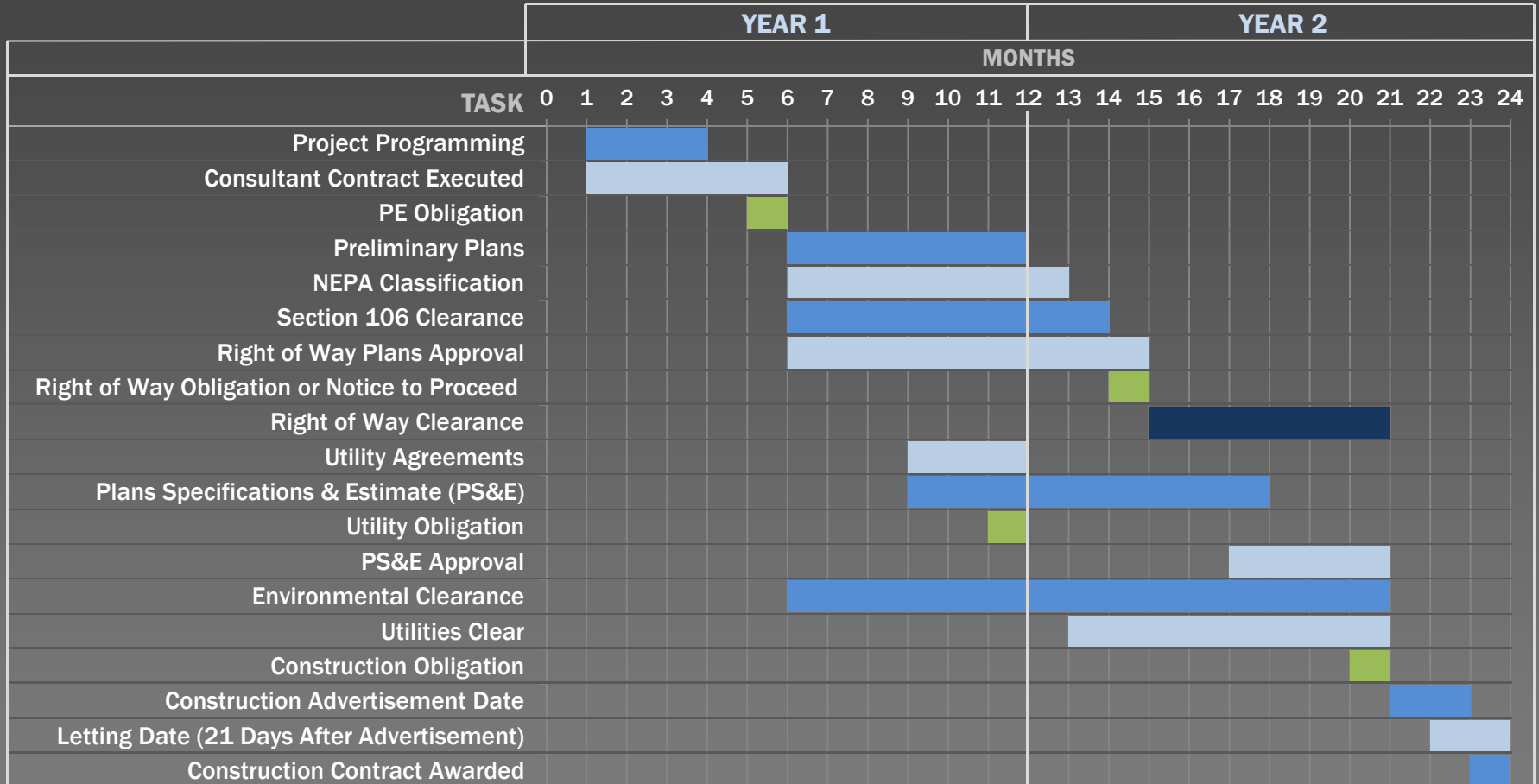
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Up to Date Revisions to Manual, Forms, Processes

Project Timeline



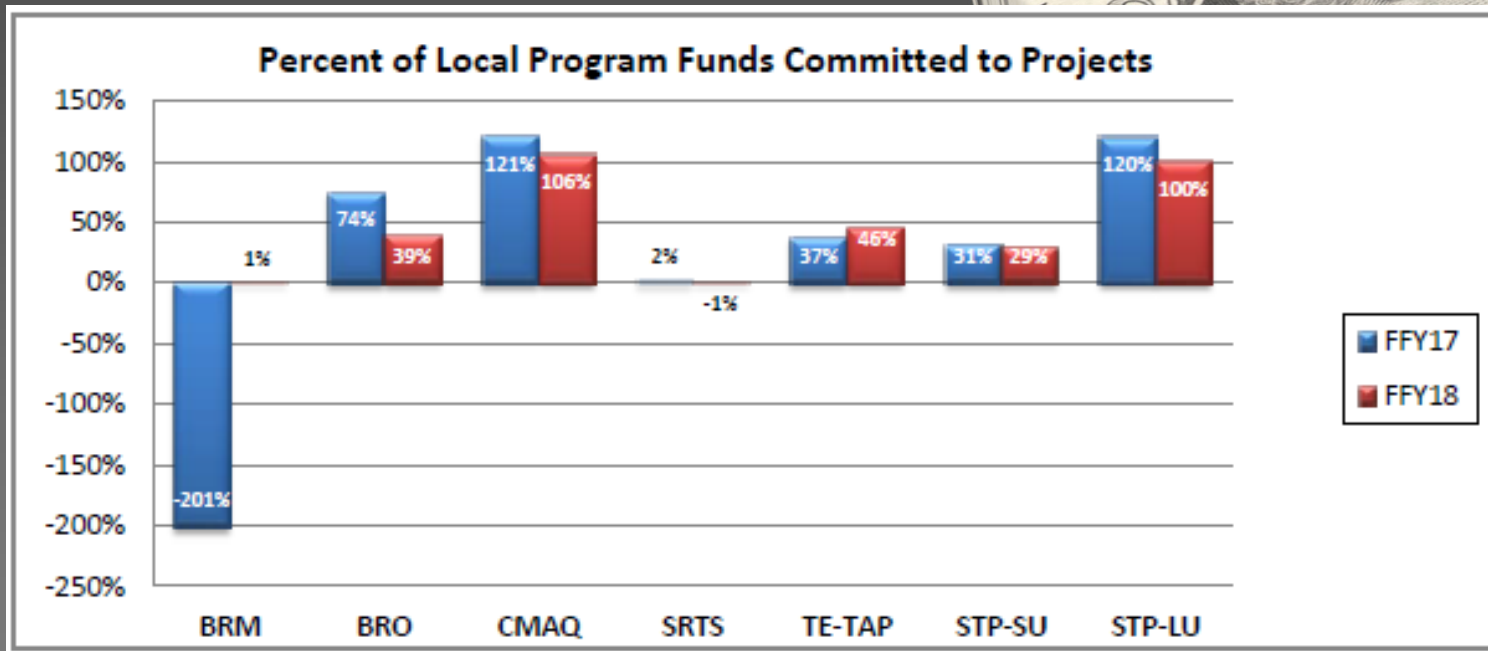
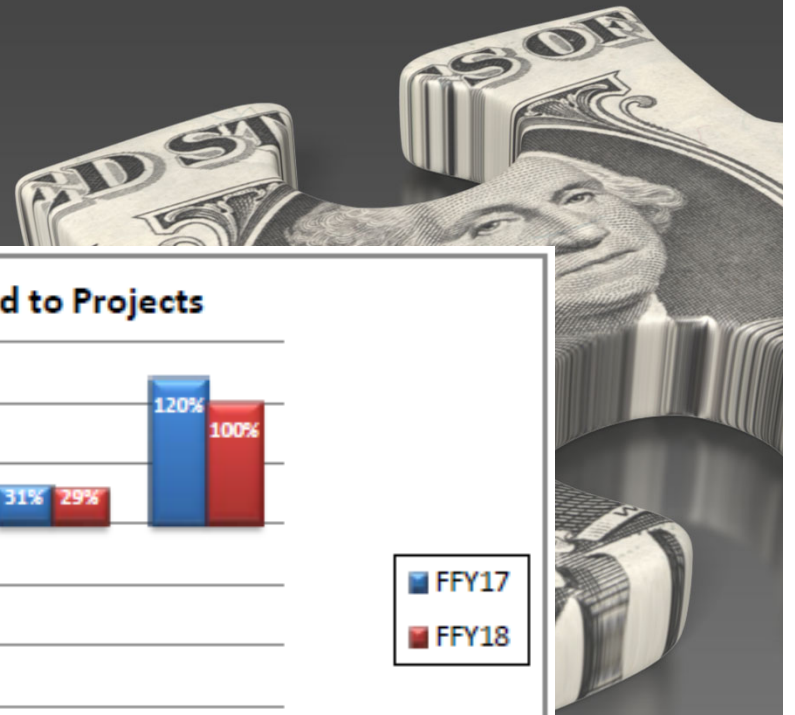
LPA Goal

Obligate Federal Funding

On Time

On Budget

Comply with Federal & State Law



How Can You Help?

LPA Basic Training

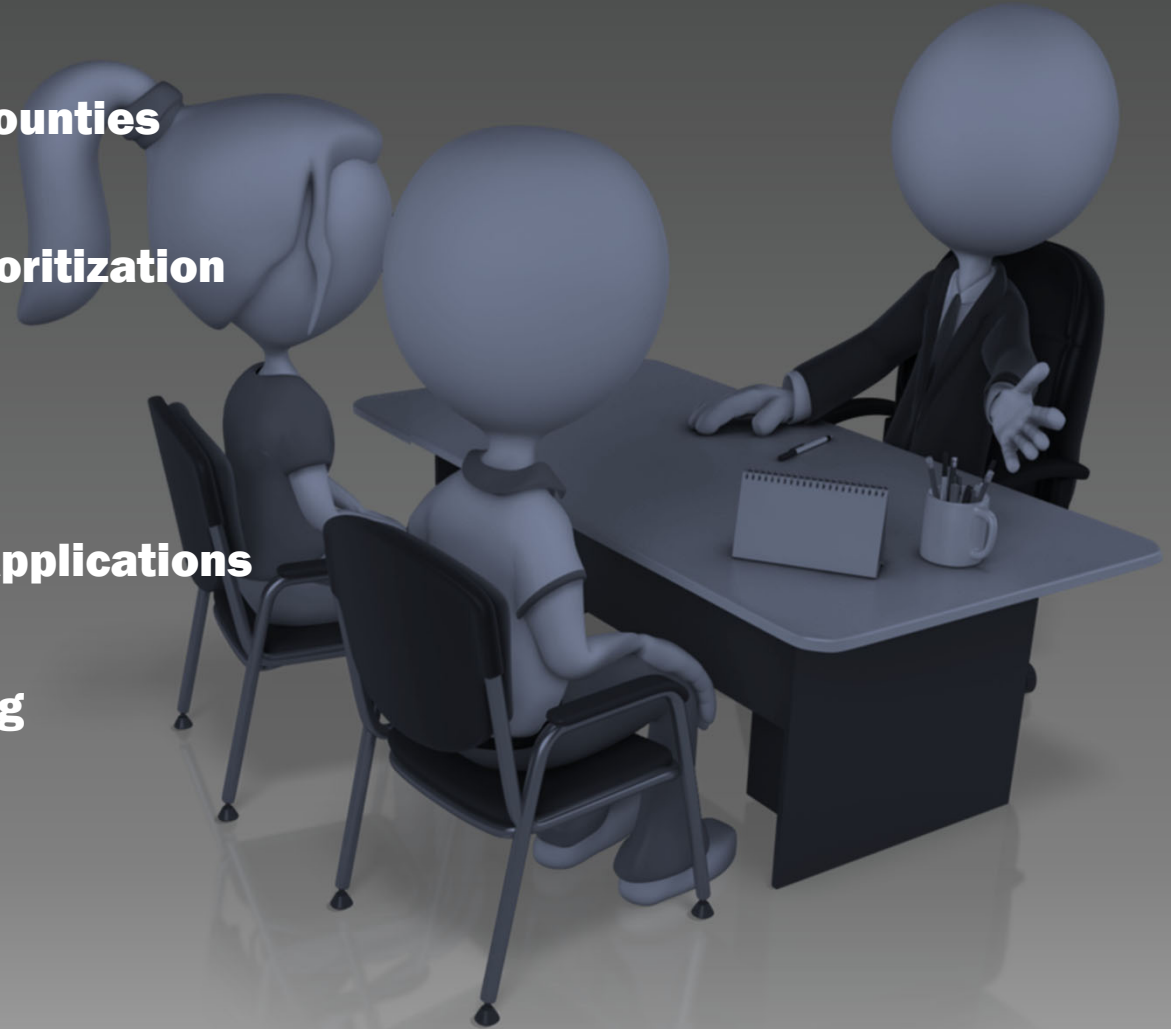
Meet with Cities & Counties

Facilitate project prioritization

Help develop Scope

Assist with Project Applications

Keep Projects Moving



QUESTIONS?

