COUNTY DEPARTMENT AGENDA REQUEST

Department:	Public Works	Presenter(s):	Phil Mallon
Meeting Date:	Wednesday, July 7, 2010	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request for execution of the Qualification Certification Agreement Application, newly required by the Georgia Department of Transportation for Local Government Certification.

Background/History/Details:

In conjunction with the Federal Highway Administration, the Georgia DOT has recently implemented a Local Administered Project (LAP) Manual. This manual establishes the procedures to be followed by local governments when administering Federal Aid transportation projects to ensure compliance with applicable policies and objectives of Federal and State laws. Compliance with the LAP Manual is now required before the GDOT can execute a Project Framework Agreement for any new project requesting Federal Aid.

One criteria of the LAP manual is for local governments to become certified with the Georgia DOT. The first step towards certification is completion of the Qualification Certification Agreement Application. This form identifies the individuals within each local government responsible for meeting various requirements of the LAP manual. Upon receipt and approval of the form, GDOT will conduct an interview with the Public Works Department before delegating authority for project oversight.

What action are you seeking from the Board of Commissioners?

Execution of the "Appendix A - Certification Acceptance Qualification Agreement"

If this item requires funding, please describe:

No funding is required.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Not Applicable	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Print Form

APPENDIX A - CERTIFICATION ACCEPTANCE QUALIFICATION AGREEMENT

AGENCY Fayette County **PHONE NO.** 770-320-6010

The agency agrees to comply with the following requirements when developing all Federal Highway Administration (FHWA) projects under GDOT's CA status.

1. Adherence to the *Local Administered Project Manual* and all policies and procedures promulgated
by the Georgia Department of Transportation (GDOT) which accomplish the policies and objectives set forth in Title 23, U.S. Code, Highways, and the regulations issued pursuant thereto.

2. The overall approval authorities and conditions will be as follows:
   a. The project prospectus will be reviewed and approved by the following official.

      County Engineer or Transportation Engineer

      Position Title Only

   b. The local agency agreement will be reviewed and approved by the following official or officials.

      County Engineer, County Attorney, & BOC Chairman

      Position Title Only

   c. The designs and environmental documents will be reviewed and approved by the following state of Georgia registered Professional Civil Engineer.
      County Engineer and/or PE with project consultant

      Position Title Only

   d. The public hearing's findings (if required) will be reviewed and approved by the following official or officials.

      County Engineer or Transportation Engineer

      Position Title or Titles Only

   e. The contract plans, specifications and estimate of cost will be reviewed and approved by the following state of Georgia registered Professional Engineer.

      County Engineer and/or PE with project consultant

      Position Title or Titles Only

f. Agreements will be signed by the following responsible local official:

(1) Railroad BOC Chairman
Position Title Only

(2) Utility BOC Chairman
Position Title Only

(3) Consultant BOC Chairman
Position Title Only

(4) Technical Services BOC Chairman
Position Title Only

g. The award of contract will be signed by the following responsible local official.

BOC Chairman
Position Title Only

h. All projects will be constructed in conformance with the GDOT current *Standard Specifications for Road, Bridge, and* such specifications that modify these Specifications as appropriate. Multimodal enhancement projects shall be constructed in conformance with applicable state and local codes.

i. The contract administration will be supervised by the following state of Georgia registered Professional Civil Engineer.
County Engineer
Position Title Only

j. Construction administration and material sampling and testing will be accomplished in accordance with the GDOT *Construction Manual* and the *Local Administered Project Manual.*

3. The agency agrees that they have the means to provide adequate expertise and will have support staff available to perform the functions being subdelegated. The support staff may include consultant or state services.

4. The agency agrees that the signature on each project prospectus and local agency Agreement will be consistent with section 2 above.

5. All projects under Certification Acceptance shall be available for review by the FHWA and the state at any time and all project documents shall be retained and available for

inspection during the plan development and construction stages and for a three year period following acceptance of the project by GDOT.

6. Approval of the local agency certification by the Georgia Department of Transportation may be rescinded at any time upon local agency request or if, in the opinion of the LAP Certification Committee, it is necessary to do so. The rescission may be applied to all or part of the programs or projects approved in the local agency certification. The Local Government accepts liability to reimburse the GDOT and FHWA for all accrued payments received for applicable projects not complying with Section 1 of this agreement.

_____

Mayor or Chairman **Date**

GEORGIA DEPARTMENT OF TRANSPORTATION

Approved By: _____

Program Control Administrator **Date**

APPENDIX A-1 - CERTIFICATION ACCEPTANCE INTERVIEW FORM

Agency: _____ **Date:** _____

Type of Certification Requested: CA_____ ☐ **Non-CA: Option 1**_____ ☐ **Option 2**_____ ☐

Interview Conducted By: **Agency Representatives:**

_____ _____
_____ _____
_____ _____
_____ _____

Table of Organization: (Get copy from agency and review duties, requirements, and personnel currently filling.)

Position Responsible for the Following Functions

Six-Year Transportation Improvement Program: _____
Selection of Annual Program: _____
Location/Design Approval: _____
Environmental Documents: _____
PS&E Approval: _____
Tied Bids: _____
Approval of Materials Sources: _____
Construction Administration: _____
Construction Inspection: _____
Acceptance Sampling/Test: _____
Independent Assurance Sampling/Test: _____
Change Orders: _____
Project Files: _____
OEO Interviews/Monitoring: _____
Training Goal Attainment: _____
DBE Compliance/Monitoring: _____

Consultants
For what areas does the agency expect to use consultants?

_____ Environmental
_____ Design
_____ PS&E Preparation
_____ Right-of-Way Appraisal
_____ Right-of-Way Negotiation
_____ Right-of-Way Relocation
_____ Construction Administration
_____ Construction Inspection
_____ Surveying
_____ Sampling and Testing

Does local agency have written procedures for the selection of consultants? Yes _____ No _____
Comments: _____
_____

If consultants are used, how will agency monitor and control the consultant's work? _____
_____
_____
_____
_____

Remind agency that they will be in control of the consultant's work and that EEO, DBE, and training should be done by agency.

Right-of-Way

Does the agency have procedures approved by GDOT for?

Right-of-Way Acquisitions Yes _____ No _____

Relocation Yes _____ No _____

Procedures for Ad, Award, and Execution of Contract

Position Responsible for:

Approval to Advertise _____

Prequalification of Bidders _____

Award of Contract _____

Execution of Contract _____

Name of Legal Publication _____

General Questions About Administration

Who decides on and approves deviations from design prior to submittal to the state for formal approval?

_____

Describe ledger system:

_____

_____

_____

_____

_____

Who will check payrolls, etc.?

_____

Describe change order approval process:

_____

_____

_____

_____

Describe materials testing and approval process:

_____

_____

_____

_____

_____

Describe agency requirements for project diary and inspectors daily report keeping:

_____

_____

_____

_____

Describe agency process for approval of subcontractors:

_____

_____

_____

_____

How will agency handle administration of more than one contract at the same time?_____

_____

_____

_____

How will agency handle inspection of several phases of project at same time (e.g., dirt work, electrical, paving, structure)?

_____

_____

_____

How will agency respond if project engineer and/or inspector are unable to be on job site due to illness, etc.? Who will handle control of project if needed person cannot be there?

_____

_____

_____

How does agency manage traffic control?_____

Are there written procedures for preconstruction conferences?

Does Agency Have These Necessary Manuals

Local Agency Guidelines	Yes _____	No ____
AASHTO — Policy on Geometric Design of Highways and Streets	Yes _____	No ____
GDOT Construction Manual	Yes _____	No ____
GDOT/ Roadside Design Guide	Yes _____	No ____
GDOT / Pedestrian and Streetscape Guide	Yes _____	No ____
GDOT Standard Specifications Book	Yes _____	No ____
Environment Procedures Manual	Yes _____	No ____
MUTCD	Yes _____	No ____
GDOT Design Policy Manual	Yes _____	No ____
GDOT Bridge and Structural Design Manual	Yes _____	No ____
GDOT Utility Manual	Yes _____	No ____
Acquisition Guide for LPA and Sponsors	Yes _____	No ____
Manual for Erosion and Sediment Control in Georgia	Yes _____	No ____
Hydraulics Manual	Yes _____	No ____

Upcoming Federal Aid Projects Scheduled to Begin

Approved By: _____ _____

Summary

Action to be taken by agency in following areas:

Comments from Reviewers

Recommendation of Review

_____ Full administration by agency of all projects
_____ Administration by agency on a project-by-project basis
_____ Administration by agency for projects up to $_____
_____ Deny approval for certification acceptance
_____ Remove from certification acceptance status

Concurrence by Program Control Administrator_____