Local Assistance Division Newsletter

Providing guidance for localities and serving as a liaison to local governments throughout the state

SAVE THE DATE

2018 Network for Success
Local Programs Workshop
VDOT Virginia Department of Transportation

7th Annual Local Programs Workshop
September 18 - 20, 2018
Hotel Roanoke

The seventh annual Local Programs Workshop will be held at the Hotel Roanoke. This workshop will focus on providing an overview of local programs, which will provide training for program management and project development. The theme of the workshop is "Network for Success." This will bring together local government, VDOT, and private sector staff to discuss the delivery of the local transportation program. In addition to the plenary sessions, the workshop will feature 20 breakout sessions scheduled in four concurrent tracks, over the two-day workshop. This workshop is intended for those within local public agencies that have oversight of locally administered projects or work with projects receiving special funding from various programs, in addition to consultants and VDOT staff involved in these projects.

Registration
Registration will open in mid-June. Check out the Local Programs Workshop website for registration details, schedule and more!

Sponsorship Opportunities
This will be an excellent learning and networking experience for both the public and the private sector. A limited number of workshop sponsorships are available to the private sector. Key information regarding those sponsorships can be found on our Sponsor page.

Project Showcase
As part of the Local Programs Workshop, we will be having a project showcase. We are looking for submissions of projects to highlight. The showcase of projects will be featured in a slideshow to be shown continuously during breaks and meals in the general session ballroom. In order to be included, projects should be either locally administered, funded through one of our programs, or both and should be complete. If interested in submitting a project or you have questions, contact Carol West at (804)786-2746 or Carol.West@VDOT.Virginia.gov.

Continuing Education Credits

The Local Programs Workshop provides up to 9.5 educational hours. For purposes of the VA DPOR continuing education requirements to uphold a Virginia Professional Engineer license this workshop earns 11.4 continuing education credits.

Mobile Workshops
On Tuesday, September 18, we are offering five mobile workshops which highlight projects in the Roanoke Valley as well as a trip to the SMART Road in Blacksburg. More information on these mobile workshops can be found on the Local Programs Workshop website on the Other Events page!

DASHBOARD 4.0 Goes Live July 1st

VDOT has been preparing for a major upgrade of its original project Dashboard. The new Dashboard 4.0 will be available to the general public by July 1st. The new Dashboard is still focused on on-time and on-budget project delivery but also has more focus on monitoring interim milestones throughout the project development process to help identify potential issues and get the project back on track. Similar to the SMART Scale Dashboard, the new Dashboard increases the use of the yellow status for all projects to provide a "warning track" if a project activity deadline is approaching. Improved functionality and reporting capabilities have also been incorporated into the new Dashboard. A soft launch of the new Dashboard occurred this spring to provide VDOT staff and localities an opportunity to become familiar with and to provide feedback on, the features of the Dashboard 4.0, and also to review existing project data for any needed updates. With locally administered projects representing a large percentage of the transportation program in Virginia, Dashboard 4.0 will provide a separate view for locally administered projects that allows localities to quickly view data on projects they are managing. The increased visibility of interim milestones will allow more up to date and accurate information to be readily available for all projects. Several enhancements are currently underway based on feedback provided from localities including the ability to download data viewed and the ability to offer comments to further explain the overall project status.

One new feature notable to local governments is the inclusion of Project Delivery (Construction) information that will be the responsibility of local government staff to enter and maintain. VDOT is finalizing a new application that will allow localities to provide important updates during construction through an easy to use SMART Portal data entry site. In the past project data updates could only be made by VDOT. The use of this tool and providing construction contract information, dates and expenditure updates will be effective for locally administered projects having an Award date of July 1, 2018 and beyond. Reporting this interim construction data was already in effect for SMART Scale projects. VDOT is working to implement this application for the July 1 release date and additional details will be forthcoming in the very near future. If you have specific questions on a project status shown in Dashboard, the project contacts identified on the Dashboard are your best resource for project specific updates.

VALUE ENGINEERING

THRESHOLD CHANGE

The 2018 General Assembly enacted legislation changing the Value Engineering (VE) threshold from $5M to $15M. View the 2018 VE legislation.

Effective July 1, 2018, the $15M threshold applies to any project that has not had a Final Scoping/PFI Meeting as of the July 1, 2018 date. Additionally, the $15M was clarified as applying to project construction value, "The Department shall employ value engineering in conjunction with any project that has an *estimated construction cost of more that $15 million* on any highway system using criteria established by the Department".

The legislation also clarified that Value Engineering is not required on design-build or PPTA projects.

The VDOT Value Engineering team is available to assist local governments with their VE studies. For more information on Value Engineering visit the VDOT VE website.

MATERIALS INSPECTIONS
SOURCE INSPECTIONS FOR STRUCTURAL STEEL AT FABRICATION FACILITIES

An issue has been identified relating to inspections of structural steel not occurring at the source/plant. Per LAP Manual Section 13.2.3 and Table 1 within this section, structural steel is required to be inspected at the source/plant by an AWS certified inspector.

VDOT Materials Division's Structures section has a consultant contract for third party QA inspection at fabrication plants (Source Inspections) for structural steel elements available for LPA (locality) use. LPA's also have the option to hire a qualified third party inspection agency to perform Source Inspections at the fabrication facility.

When an LPA hires a consultant to provide inspection services on their behalf, the consultant *must be hired to perform QA inspection at the fabrication site*. Welding inspections must be performed by a Certified Welding Inspector (CWI) at the fabrication site *before welding, during welding, and after welding*. It is unacceptable to wait until the steel structure arrives at the project location to perform inspections.

> *Welding inspections must be performed by a Certified Welding Inspector (CWI) at the fabrication site before welding, during welding,*

It is recommended that he LPA request that VDOT perform these inspections since VDOT will typically have the inspectors on call at or near the source plants. If the LPA chooses to use their own consultant services, the LPA must submit the inspector's qualifications and the C-25 form to the VDOT Construction Project Monitor (CPM) for review and approval. Regardless of whether the LPA wants to secure their own consultant or have VDOT provide the on-site inspection at the fabrication facility, the C-25 indicating the fabrication facility should be provided well ahead of the scheduled fabrication to ensure there is sufficient time for review and approval of the inspector.

As a reminder, the Inspector for the owner is defined in AASHTO/AWS codes as the QA Inspector.

VTM 33 further describes the activities the QA Inspector shall undertake during fabrication as follows:

- Insure that proper preparation is made of material to be welded
- Surfaces to transmit bearing are in proper contact
- Proper Welding procedures are followed
- Only qualified Welders with current certifications covering the type of welding are performing the work
- The space or gap that is to be welded is within AWS code tolerance
- The electrodes used in welding meet specifications
- Insure magnetic particle and radiographic testing is perform
- Report Non Conformance to owner

A secondary issue has occurred after a structural element has been fabricated and no QA inspection has taken place. In these cases, the LPA often requests the structures section of the VDOT Materials Division to accept a visual inspection after fabrication. This is neither acceptable nor appropriate and VDOT is not legally or procedurally in a position to perform or accept this type of QA inspection after fabrication.

There is no distinction made for pedestrian bridges in VDOT's requirements for projects that are federally funded or will be VDOT maintained or AASHTO standards which all state funded locally maintained projects must meet.

The takeaway... all fabricated structures and other items as noted on Table 1 in Section 13.2.3 of the LAP Manual require inspections at the production facility that must occur to meet federal and/or AASHTO standards. VDOT is experienced with these requirements and will perform these source inspections for LPAs. Visual Inspection after the welding is complete at the project site is not sufficient. Questions regarding source inspections can be directed to your district Project Coordinator or Construction Project Manager and they will coordinate with the appropriate VDOT staff.

NEW TOOL
PROJECT INFORMATION REPORT

The Local Assistance Division recently announced the addition of a new report to provide localities a summary of information for all of their projects. The report includes basic project information that is extracted from VDOT's iSYP suite applications-the systems that maintain much of the project related data. The report includes general project information, current estimates, current programming schedule, SYP allocations (final approved each June), current expenditures, and schedule activities and dates.

This new report (Project Information Report) is posted on the LAD external website located under the Local Projects section.

IMPORTANT NOTE: Best results are achieved when opening in Internet Explorer (IE). If opened in Chrome, the drop-down tier selections (bookmarks) will not display automatically.

Upon accessing the report at the link above, users will first select the respective project's VDOT District. Then, users will use a series of drill-down selections to navigate to individual projects. Both locally administered and VDOT administered projects are available via the new reporting tool.

Additionally, we would like to provide a reminder of the existing tools that are available that can benefit local governments that are locally administering projects and others. In addition to the LAP Manual and Starter Pack on the LAP webpage, there are a number of templates available on VDOT's forms page and on-line training.

FUNDING PROGRAMS

STATE OF GOOD REPAIR (SGR) PROGRAMS
PRIMARY EXTENSION

The Commonwealth Transportation Board (CTB) approved local paving projects for the FY19 Primary Extension Program at their May 15th meeting. In order to qualify to apply for funds, projects were required to have a Combined Condition Index (CCI) less than 60. Scoring criteria included considerations for NHS, prior year expenditures, CCI value and traffic volume.

This year, our application process kicked off on November 9th and applications were due January 31st. This was the first year applications were submitted through VDOT's Smart Portal. Utilizing the Smart Portal allowed us to auto populate a significant amount of information that localities previously had to key in. The SMART Portal also allowed localities to identify candidate projects using a map feature which simplified project selection. Total funds available were $6.9M State of Good Repair and $14.4M CTB Formula. Applications scored totaled 162 with requests for funding over $41.9M. A total of 75 projects were fully funded in 33 localities with the available funding.

Again this year projects received an exception to the federal process that allowed the projects to be developed as state funded. To allow localities time to procure contractors to meet federal guidelines, an exception to the federal process has been granted until Fiscal Year 2021.

Local Assistance is developing a de-allocation process for local paving projects. Projects not advertised within 6 months and completed within the fiscal year funds were received may be subject to de-allocation. If a locality is unable to complete a project within the timeline, a letter/email with the reason should be submitted to the District and Central Office Local Assistance Division prior to the advertisement due date.

STATE OF GOOD REPAIR (SGR) PROGRAMS CONTINUED
LOCALLY OWNED BRIDGES

Applications for the FY19 program were accepted on January 31, 2018. Projects are being recommended for funding for the FY19 SYIP and are anticipated to be approved at the June 2018 CTB meeting.

More information on the Primary Extension program and Locally Owned Bridges can be found on our external website on the Funding Programs page.

REVENUE SHARING PROGRAM
SPRING 2018

At its June 20th meeting, the Commonwealth Transportation Board (CTB) is expected to review the list of project requests and take action on the approval of FY19 and FY20 Revenue Sharing Program allocations. Each application has been reviewed for a determination of eligibility and prioritized according to criteria established under Section 33.2-357 of the *Code of Virginia* with funding recommended according to program guideline procedures. The combined budget for FY19 and FY20 along with funds that have previously been de-allocated by the CTB will provide $217 million in state matching funds. Application requests for the two fiscal years exceeded the available amount of funding. Therefore, according to the Revenue Sharing Program Guidelines, locality requests for projects that meet the first priority criterion are recommended for full funding. Also, each locality's total project request, up to $1 million, for applications meeting the second priority criteria are recommended for funding. However, locality total requests exceeding $1 million for projects meeting second priority criteria will be pro-rated at approximately 92%, as the available funding will have been exhausted. The list of requests, which includes the priority status, is currently posted and the list of approved project allocations will be posted on the Local Assistance Division website shortly after the CTB approval.

Due to the new biennial applications cycle, the next application period for Revenue Sharing funding will be in 2019. Solicitation for applications will be in the spring of 2019 and will be for funding allocated in FY21 and FY22. Applicants are reminded, as a requirement per the *Code of Virginia*, in order for a new project to be classified at the highest priority, it must be established to meet a need in the Statewide Transportation Plan (or, VTrans) or be identified as a specific line item in the locality's approved capital improvement plan (CIP) at the time of application submittal. Now is the time to start planning for the next cycle!

VDOT's Local Assistance Division has begun its review of project candidates for the annual de-allocation process for the Revenue Sharing Program. Any project that has not been initiated within two fiscal years of receiving the allocation, has not incurred expenditures within the past 24 months, or has been completed for six months and has a surplus is a candidate for the de-allocation of funds. Localities with existing projects are strongly encouraged to ensure these projects are progressing and funding is being spent within the established timeline. More information on the de-allocation process can be found on our external website under the Revenue Sharing section.

TRANSPORTATION ALTERNATIVES SET-ASIDE

Tentative selections for the Transportation Alternatives (TA) Set-Aside program have been made for both FY19 and FY20. The cumulative award amounts are currently posted on our external website on the Transportation Alternatives page. These selections were included in the Six Year Plan (SYP) public hearings and will be finalized when the SYP is approved by the Commonwealth Transportation Board (CTB) in June.
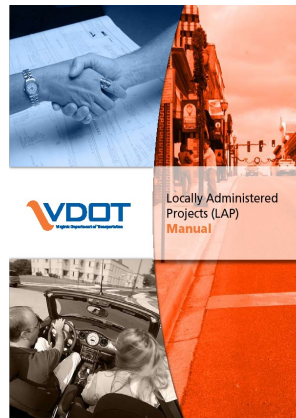
We will begin preparing Project Administrative Agreements soon, however federal funds typically will not be available until the new federal fiscal year begins October 1, 2018.

LAP MANUAL UPDATES

Local Assistance Division recently completed significant updates to the LAP Manual.

Significant chapter updates include:

- State Funded Projects and Special Programs (CH5)
- Project Development Overview/Summary (CH9)
- Consultant Procurement (CH11)
- Project Development (CH12)
- Project Delivery (CH 13)
- Environmental (CH15)
- Right of Way (CH16)
- Civil Rights (CH17)
- Financial Management and Reimbursement (CH19)

For details on updates, please refer to the Detailed Update Summary for December 2017 and April 2018 located on LAD's website.

Additionally, there are minor updates to several other chapters which include incorporation of the UCI and TA requirements and differences.
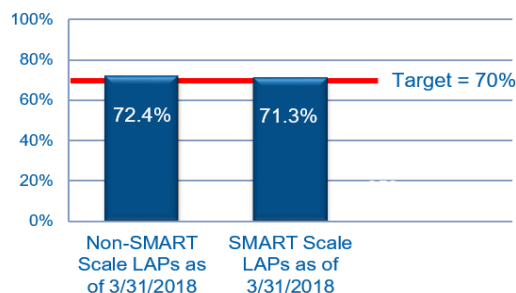
ON-TIME ADVERTISEMENT OF LAP'S

On-time project delivery is a key performance measure for both VDOT and locally administered projects. We periodically report on-time advertisement of locally administered projects as a measure of program success. This information is tracked via VDOT's Dashboard and other VDOT reporting applications. The chart below (right side) illustrates on-time advertisements for Non-SMART Scale LAP's and SMART Scale LAP's through March 31, 2018. This information is provided to VDOT's Chief Deputy Commissioner quarterly. Construction Advertisement Commitments are also reported (see table on left below). This information is provided to VDOT's Deputy Chief Engineer bi-weekly. Other performance reports are available at the following website and on our "Outside VDOT" team site. If you would like access to the team site, please contact John Simmers at (804)786-2571.

LAP Construction Advertisement Commitments for CY2018
Reported through first quarter, 2018

Project Count		Estimated Construction Value	
Planned	180	Planned	$264M
Actual	48	Actual	$ 65M

Locally Administered Projects On-Time Advertisements

Chart showing Non-SMART Scale LAPs as of 3/31/2018 at 72.4% and SMART Scale LAPs as of 3/31/2018 at 71.3%, with Target = 70%.

NEW LAD EMPLOYEES

JOHN LEONARD

John joins the Local Assistance Division (LAD) as the new Local Finance Manager working with the Urban Maintenance and Urban Construction Programs. John began his VDOT career in 2011 as an intern at the Virginia Transportation Research Council. Upon completing his internship he accepted an hourly position in LAD, and then joining the Core Development Program (CDP) as an associate, he continued working in LAD learning the various Urban Programs. John has a Bachelor's of Science degree from Virginia Polytechnic Institute and State University (Virginia Tech). John is originally from Charlottesville, VA, but now resides in Henrico County.
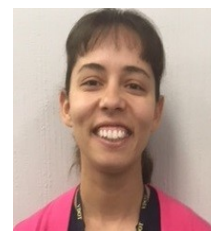
MICHAELA MCCAIN

Michaela rejoins LAD's Locally Administered Projects group in the new role of Outreach Coordinator. She will lead the effort to develop a Certification/Qualification Program for locally administered project management and will also provide additional support to outreach programs including Performance Reporting. Michaela began her career at VDOT in 2012 with the Local Assistance Division in the Core Development Program as a Business Associate. Upon completion of the program, she became the Access Roads Programs Manager and supported the Revenue Sharing program. Prior to returning to LAD, Michaela was at the Richmond District as a Project Coordinator for locally administered projects.

JORDANKA KIDA

Jordanka Kida (Jordan) joined VDOT in January 2018 working in Maintenance Division helping with our RIMS/UMIS conversion project. After completing work in Maintenance Division, she came to LAD in May to continue to work on center-line edits and data conversion from UMIS to RIMS. Jordan was adopted from Sofia, Bulgaria and came to the USA in 2000 when she was 8 years old and has been living in the Richmond area since. She always has a smile on her face and a positive attitude towards life. Her hobbies include cooking, working out, test driving and bowling. Jordan received her GIS certificate from J. Sargeant Reynolds Community College in 2014 and graduated from the University of Richmond with a Bachelor's Degree in Information Systems with a focus on Security. She was recently accepted into Penn State's Masters GIS Certification Program and plans to begin the fall semester in August 2018.

TRAINING OPPORTUNITIES

VA TRANSPORTATION TRAINING ACADEMY / VA LTAP WORKSHOPS

UVA TTA has some great new workshops throughout Virginia for 2018, including a NEW two-day Public Works Safety & Maintenance course. Registration for June - July classes are now being accepted. For general class registration information go to http://uva-tta.net/workshops/ .

TRANSPORTATION PROJECT MANAGEMENT INSTITUTE (TPMI)
2018 LOCAL GOVERNMENT SCHOLARSHIP WINNERS

Local Assistance Division congratulates the 2018 local government scholarship winners graduating from TPMI.

Mary Ankers, Prince William County
Adel Edwards, City of Richmond
Christopher Franks, City of Danville
Christine Fuller, City of Norfolk
Jesse Nester, Town of Christiansburg