



Federal-Aid LPA Design Process Overview

MoDOT – St. Louis District Local Programs



November 2018

Updated on 11/8/18

Local Program Contacts – St. Louis District

Note: North St. Louis County = Along and north of Page Avenue

Programming, Preliminary Engineering, Design, & Bidding

Randall Glaser - Local Programs Design Engineer - (314) 453-5037; Randall.Glaser@modot.mo.gov
Area of responsibility: Great Rivers Greenway projects, Bi-State Transfers, Earmarks, BRO programming

Tom McCloskey - District Design Liaison - (314) 453-1831; Thomas.McCloskey@modot.mo.gov
Area of responsibility: Southwest St. Louis County municipalities (except Wildwood) and St. Charles County

Christopher Caldwell - District Design Liaison - (314) 453-1784; Christopher.Caldwell2@modot.mo.gov
Area of responsibility: Franklin County and Jefferson County, North St. Louis County municipalities

Bill Gabler - District Design Liaison - (314) 453-5082; William.Gabler@modot.mo.gov
Area of responsibility: St. Louis City, Wildwood and St. Louis County Highways & Traffic projects

Gregg Wilhelm - District Design Liaison (Part Time) - (314) 453-1832; Gregory.Wilhelm@modot.mo.gov
Area of responsibility: Madison County Transit, Citizens for Modern Transit, Jefferson County Port Authority, Trailnet, American Lung Association, Misc.

Construction & Project Oversight

Cindy Simmons - Local Programs Construction Engineer- (314) 453-1833; Cynthia.Simmons@modot.mo.gov
Area of responsibility: Great Rivers Greenway projects, Gateway Green Light

Russell Klein - District Construction Liaison - (314) 453-5093; Russell.Klein@modot.mo.gov
Area of responsibility: St. Louis City and St. Louis County Highway & Traffic projects

John Brendel - District Construction Liaison - (314) 453-1836; John.Brendel@modot.mo.gov
Area of responsibility: Southwest St. Louis County municipalities, Franklin County and Jefferson County

Beth Bittick - District Construction Liaison - (314) 453-5068; Beth.Bittick@modot.mo.gov
Area of responsibility: North St. Louis County municipalities and St. Charles County

Mark Sauerwein - District Construction Liaison (Part Time) - (314) 453-1834; Mark.Sauerwein@modot.mo.gov
Area of responsibility: North St. Louis County municipalities

Right of Way / Property Acquisition

Nicole Kreisel – Sr. Right of Way Specialist - (314) 453-1825; Nicole.Kreisel@modot.mo.gov
Area of responsibility: St. Louis District-wide

Jonathan Barnes – District Right of Way Manager – (314) 453-1816; Jonathan.Barnes@modot.mo.gov

East-West Gateway's Role

- Serve as regional clearinghouse for federal transportation funds and solicit for qualified project applications from Local Public Agencies (LPAs)
- Competitively score project applications and present to Board for addition to the TIP
- Approve any change of scope from original application
- Approve any changes in funding
- Enforce Policy on Reasonable Progress



MoDOT's Role

- Provide guidance to Local Public Agencies (LPAs) and administer funds per federal & state requirements
- Ensure project sponsors are following the intent of the funding program and project application
- Notify East-West Gateway if project scope does not meet original application
- Ensure project meets design & construction standards & ensure sponsors meet right-of-way acquisition requirements
- Process fed-aid reimbursements (typically 80%)
- Serve as liaison between sponsor and FHWA

Project Sponsor's Role

- Implement project as initially proposed and follow schedule in the project application
- Complete project design, right-of-way acquisition, and construction following all federal and state program requirements
- Notify East-West Gateway if project scope does not meet original application or if potential schedule delays
- Coordinate utilities, railroad, and other external parties
- Submit fed-aid reimbursement requests to MoDOT
- Commit to regular ongoing maintenance of the completed federal-aid project

Considerations for Project Sponsors



Considerations for Local Sponsors

1. ***The project is your responsibility.***
Your local agency—not MoDOT, not the consultant—is ultimately responsible for ensuring that the project is implemented successfully. It is your agency's money that is on the line.
2. ***Wait for authorization from MoDOT before beginning any phase of work.***
Work done and money spent prior to authorization is not eligible for reimbursement.
3. ***Communication is critical.***
Be aware of project activities, particularly critical activities with deadlines. Keep all involved parties informed:

- It's your project....not MoDOT's....not the Consultant's.... not FHWA's....not East-West Gateway's
- Spending federal funds isn't easy so Wait for Authorization PE, RW, Utilities, Bid Advertising, Construction Award

LPA Manual – Section 136 of Engineering Policy Guide



- Main Page
- 100 General
- 136 LPA Policy
- 200 Geometrics
- 300 Bases
- 400 Flexible Pavement
- 500 Rigid Pavement
- 600 Incidental Construction
- 700 Structures and Hydraulics
- 800 Roadside Development
- 900 Traffic Control
- 1000 Materials
- 1100 Maintenance Materials
- Safe and Sound
- Minor Routes
- Shouldering Project Guidelines
- Help
- QRGs

Search Options
EPG search

- Other MoDOT Standards
- Specifications
- Standard Plans
- Job Special Provisions
- Standards Letters
- Bid Items
- Engineering Policy Revision Request Form

Tools

LPA

LPA:136 Local Public Agency (LPA) Policy

Local Public Agency



- [LPA:136.1 Introduction](#)
- [LPA:136.2 Certification and Training](#)
- [LPA:136.3 Federal Aid Basics](#)
- [LPA:136.4 Consultant Selection and Consultant Contract Management](#)

The Local Public Agency (LPA) Policy, produced by the Missouri Department of Transportation (MoDOT) for cities and counties that sponsor projects utilizing federal transportation funds provided under the current AHEAD for Progress in the 21st Century (MAP-21). The local agency may reference MoDOT's Standard Construction for issues not addressed in the LPA Policy. The LPA Policy addresses four local programs transportation act:

Highway Bridge program (HBP)

- Off-System Bridge Replacement and Rehabilitation Program (BRO)
- On-System Bridge Replacement and Rehabilitation Program (BRM)

Surface Transportation Program (STP)- Urban

- STP Urban Attributable
- STP Urban Non-Attributable

Surface Transportation Congestion Mitigation

Title 23, as amended percentages of funding STP Urban Attributable

For projects administered by an environmental agency. A MoDOT district representative will advise a MoDOT district representative of the specific detailed procedure for the Local Public Agency LPA

136 Local Public Agency

136 Local Public Agency (LPA) Policy

[LPA:136.1 Introduction](#)

[LPA:136.2 Certification and Training](#)

[LPA:136.3 Federal Aid Basics](#)

[LPA:136.4 Consultant Selection and Consultant Contract Management](#)

[LPA:136.5 Non-Infrastructure](#)

[LPA:136.6 Environmental and Cultural Requirements](#)

[LPA:136.7 Design](#)

[LPA:136.8 Local Public Agency Land Acquisition](#)

[LPA:136.9 Plans, Specs and Estimates \(PSE\)](#)

[LPA:136.10 Advertisement for Bid and Project Award](#)

[LPA:136.11 Local Public Agency Construction](#)

[LPA:136.12 Figures, Glossary and Other Useful Links](#)

[LPA:136.13 LPA Policy Changes](#)




The LPA Manual is your one-stop shop (and ours)

LPA Basic Training

- Started in 2012 to meet FHWA requirements
- Required for all project sponsors and consultants
- On-line/video training
Approximately 4 – 5 hours
- Certification good for 2 years

Training Opportunities

LPA BASIC TRAINING

- [On-Line Class \(The enrollment key is LPA\)](#)
- [Live Class Schedule](#)
- [LPA Basic Training On-Line Registration Instructions](#) 
- [LPA Basic Training FAQ](#) 
- [Official LPA Basic Training Roster Master 11/6/2018](#) 

ADDITIONAL TRAINING OPPORTUNITIES

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

Person in Responsible Charge

- Is the person accountable for the project
- Must be a full time employee of the LPA or elected official
- Need not be an engineer
- Cannot be a consultant hired by the LPA
- >>> Must be currently certified for LPA Basic Training <<<



Person in Responsible Charge

- **Makes decisions about scope and cost of project**
- **Familiar with design of the project, day-to-day operations, and regularly visits the project**
- **Reviews financial transactions and documentation**
- **Directs the project staff, consultant or in-house, to administer and oversee the project**
- **Signs all project documents including plans, certifications, and change orders**

Project Programming

- Project awarded TIP funds – “Congratulations Letter” (EWGateway)
- Fed-Aid Project Number assigned (MoDOT)
- Fed-Aid Program Agreement prepared & executed (MoDOT & LPA)
- If no Fed-funds for Preliminary Engineering, then LPA can start design prior to executing Program Agreement
- If Fed-funds for PE, then wait until Agreement is executed

Federal-Aid Program Agreements



- Different Agreements for each funding type (CMAQ, STP, TAP, etc.)
- Legal Contract – amount of federal funding, project scope, LPA responsibilities, audits, maintenance, payback provisions
- Enabling ordinance required for cities & 1st class counties
- Per ordinance, only certain personnel can sign agreement
- Occasionally MoDOT's legal boilerplate changes

Engineering Selection Process

If LPA wants to use In-house Design Staff

- Must first receive MoDOT approval (only if PE is fed-funded)
- MoDOT will regularly review pre-approved list

If LPA uses Consultant Engineering Services

- Must use Qualifications Based Selection (QBS) process per Federal law (Brooks Act) & State law (Mini-Brooks Act)

Engineering Selection Process

Want federal reimbursement for engineering?

- If no – LPA doesn't need to post RFQ on MoDOT's website or need MoDOT approval to begin work (But it's still a good idea to get the word out)
- If yes - Then more approvals are needed...

Potential Conflict of Interest

Consultants and TIP applications

- If Consultant prepared the project application without getting fairly paid, Consultant cannot be considered for the Engineering Services Contract.
- If Consultant prepared the project application and was fairly paid, Consultant can be considered for the ESC.
- All project documents must be made available to all interested firms.

Consultants and Request for Qualifications

- If consultant helps develop RFQ, regardless of payment, they WILL NOT be eligible for the ESC.

Engineering Selection Process

Qualifications Based Selection (QBS) process per Federal (Brooks Act) & State law (Mini-Brooks Act)

- Must select most qualified firm
- Price CANNOT be a factor in selection
- Negotiate price AFTER most qualified firm selected
- Even if LPA pays for engineering with local funds, you must use QBS process since federal funds are involved in the overall project
- P.S. – State Law (Mini-Brooks Act) applies to 100% local funded projects as well

Engineering Selection Process

Request for Qualifications (RFQ)

- Recommend using RFQ per sample shown in Figure 136.4.7 of LPA Manual
- Scope of work must be consistent with project's TIP application
- Must submit to MoDOT for review/approval
- MoDOT will assign a DBE goal
- Must be posted on MoDOT's website for at least 14 days
- Firm must be on MoDOT's pre-qualified consultant list

Engineering Selection Process

Disadvantaged Business Enterprise Program (DBE)

- U.S. Congress established the USDOT program in 1982 to ensure nondiscrimination in award and administration of federal-aid transportation contracts
- Program provides economic benefits of highway design and construction to small businesses owned and operated by socially and economically disadvantaged individuals
- Certify minority and women owned businesses who are socially and economically disadvantaged (DBEs)
- Ensure DBEs are actually performing a Commercially Useful Function (CUF) on contracts

Engineering Selection Process

Setting DBE Goal for Engineering Contracts

- Provide scope of work
- Provide location of project
- Provide engineering fee estimate
- Provide construction cost estimate
- Provide approximate percentage break-down for the types of engineering work in the RFQ (i.e. 20% surveying; 30% bridge design; 20% roadway design; 5% drainage; 20% signal design) on MoDOT form
- MoDOT will assign a DBE goal

Engineering Selection Process

Optional On-Call Consultant List

- Can use if consultant work is less than \$100,000
- Created to streamline the project delivery process
- On-Call contracts will have a specific DBE goal
- Submit scope to MoDOT prior to selecting consultant
- No advertisement required; Simply select from the list
- Use due diligence in selection; Consider at least 3 firms

Engineering Selection Process

Optional On-Call Consultant List

- On-Call categories include Structures, Construction Inspection, Roadway, Trails & Sidewalks, & Traffic Engineering
- On-Call category must be consistent with project's TIP application
- Negotiate cost after selection
- LPA must evaluate On-Call consultant at completion
- See LPA Manual Section 136.4.2.4.3 for additional details

Engineering Selection Process

Engineering Services Contract (ESC)

- Use standard ESC contract (Fig 136.4.1)
- Scope can include design and construction inspection (recommended)
- Use ESC Review Checklist prior to submitting to MoDOT (Fig 136.4.14)
- Pay attention to subconsultant section, DBE section, and overhead rates
- Work cannot begin until MoDOT approves the executed contract
- Recommend Kickoff Meeting w/ LPA, Consultant, and MoDOT



Supplemental Agreements (SA) to ESC's

- **Must notify MoDOT of the need for an SA**
- **MoDOT will review to ensure it is necessary and SA work is within original RFQ scope**
- **MoDOT will give verbal notice to proceed**
- **Still need to strive to meet original DBE goal**
- **Cannot submit invoices for SA until FHWA approves and obligates additional funding**

Reimbursement Requests for Consultant Work

- LPA must submit for reimbursable work
- Submit regularly as work progresses – It's YOUR money!
- Reimbursement for actual costs incurred
- Must include supporting documentation



Reimbursement Requests for Consultant Work

- Must use invoice form in LPA Manual EPG Fig 136.4.10
- Invoice must reflect actual hourly rates and approved overhead rates
- Consultant is responsible to charge correct rates, but LPA must ensure rates are correct
- Use Invoice Checklist prior to submitting to MoDOT (EPG Fig 136.4.18)

CONSULTANT SERVICES INVOICE DOCUMENTATION CHECKLIST	
LPA must submit reimbursement invoices every month, or when expenditures equal \$10,000. This checklist and invoice template are effective April 1, 2012.	
Section 1- Project Information	Did the LPA use the required Consultant Payment Invoice Template (see Fig. 136.4.10 to be used for all consultant services reimbursement requests)? <input type="checkbox"/>
	Is the invoice date current? (Note: If an invoice is returned to the LPA for any reason, it must be re-dated when resubmitted to MoDOT.) <input type="checkbox"/>
	Is the Invoice consecutively numbered? Final invoice must be marked "Final Invoice" and accompanied by a detailed narration of total costs by task and task budget. Final invoices must be submitted within 60 days of the contract product delivery date. The final invoice should not be paid if all contract products have not been delivered. <input type="checkbox"/>
	Does the invoice have a defined billing period (i.e., March 1, 2012 to March 30, 2012) and costs include only work done within stated period? Is the billing period after the PE federal obligation date? <input type="checkbox"/>
	Is the LPA contact name and phone number provided? <input type="checkbox"/>
	Does the project description sufficiently describe the project? <input type="checkbox"/>
	Is the Federal-aid Project Number from the program funding agreement shown? <input type="checkbox"/>

Actual Cost Reimbursement

- Hourly Rate must be the rate the employee actually received
- No “blended” or “average” hourly rates allowed
- Rate for payroll additives (social security, insurance, vacation, work comp, retirement, etc.) can be percent of payroll
- EPG 136.3.15



Design Criteria

- LPA and their Engineer must document the Design Criteria used for the project
- All work on the National Highway System (NHS) must use AASHTO criteria
- NHS includes all Principal Arterials, not just freeways
- Other state or local criteria may be used for non-NHS routes but must be “officially adopted” criteria

Design Criteria

- **Bicycle Facilities and Shared Use Paths must use AASHTO Bicycle Guide**
- **Pedestrian Facilities and Sidewalks must use PROWAG**
- **Roadside Safety Hardware must use AASHTO Roadside Design Guide**
- **Traffic Control Devices and Temporary Traffic Control must use MUTCD**
- **Resurfacing, Restoration, and Rehabilitation (RRR) projects must use design criteria which preserve and extend the service life and enhance safety**

Standard Specs & Standard Plans

- **MoDOT's Standard Specifications and Standard Plans must be used for all LPA projects on MoDOT's system and for all bridge projects**
- **Other Standard Specs and Standard Plans for work on non-MoDOT roadways must be certified as compliant with fed requirements before PS&E**
- **Bid proposal must clearly state what Standard Specifications and Standard Plans are in effect**
- **Easiest and less risky to use MoDOT's Standards and Specifications to ensure federal compliance**
- **MoDOT's Standards and Specs are well known to contractors which removes risk from their bids resulting in more bids, better bid prices, and easier contract administration**

Environmental & Cultural Review



- LPA or Consultant submits Request for Environmental Review (RER) to MoDOT's Environmental & Historic Preservation Section (EPG 136.6.2)
- MoDOT reviews RER and uploaded documents and will tentatively advise LPA of items needed for Environmental Clearance
- LPA or Consultant completes Section 106 - Cultural/Historic, Section 4f/6f - Parkland, Section 404 – Wetlands/Streams, Threatened & Endangered Species, Floodplain, Stormwater, etc.
- LPA or Consultant uploads and submits all follow-up environmental documents electronically for review
- MoDOT electronically issues NEPA Classification. Most LPA projects receive a NEPA Classification of Categorical Exclusion (CE). Some projects may require a more detailed CE2 report.

Environmental & Cultural Review



- **Must have Section 106 / SHPO, Section 4(f)/6(f), Endangered Species/T&E, & Noise complete before NEPA Classification**
- **Must have NEPA Classification before 35% plan completion (i.e. Preliminary Plans)**
- **Must have NEPA Classification prior to RW acquisition – Even if no Fed-funds for RW**
- **Complying with the applicable laws and regulations is the LPA's responsibility**
- **Threatened & Endangered Species procedures are much more involved than a few years ago (EPG 136.6.4.5)**

Preliminary Design

Design Preliminary Plans in accordance with:

- **Scope in TIP Application**
- **Applicable design guidelines (AASHTO, etc.)**
- **Pedestrian/ADA requirements**
- **Bicycle facility requirements**
- **MUTCD**

SL District requires submittal of preliminary plans for all but the most simple resurfacing projects

Preliminary Design

MoDOT will review:

- **Scope – Is it consistent with TIP application?**
- **Eligibility - To ensure plans reflect intent of fed-aid program**
- **Design Criteria & Standards - Are they appropriate for project?**
- **Utility impacts - To help ensure no delays will occur**
- **Right of Way Impacts – Can project be built within existing or proposed new Right of Way?**
- **Environmental Impacts - To ensure all applicable clearances are in progress/obtained**
- **Bicycle/Pedestrian/ADA Impacts – Are appropriate bike/ped accommodations included?**
- **Impacts to MoDOT routes**

Right of Way

The Right of Way process includes:

- New Permanent Right of Way
- Easements - Permanent or Temporary
- Change in Property Access – Change in driveway location, number of driveways, driveway width, access restrictions
- Donation of property or easement for project

Submit RW plans after Preliminary Plans are approved even if not using Fed-funds for RW

Can't start acquisition until:

- NEPA Classification complete
- RW plans are approved
- Fed-funds: Acquisition date (A-date) issued or
No Fed-funds: Notice to Proceed issued
- RW plans and A-date request can be submitted together

Right of Way

- Change in number, location, or width of driveways is a change in access therefore is a change in property rights
- Permanent Right of Way or Perm. Easement must be acquired anytime permanent public facilities encroach on private property
- Temp. Construction Easement, Temp. Slope Construction License, etc. must be acquired anytime construction operations will encroach on private property
- MoDOT must halt construction if work cannot be physically done without encroaching on private property
- LPA must certify compliance with Uniform Act at PS&E even if no Fed-funds used for acquisition
- Condemnation must be complete before PS&E approved
- If no new RW, LPA must submit “5-year Rule” certification

Utilities

Poor Utility Coordination is #1 Cause of Project Delays

- LPA & Consultant must identify and coordinate all utility impacts – both simple adjustments and major relocations
- Utility Checklist (Fig. 136.7.8) recommended for each utility (Note: Checklist revisions forthcoming)
- Identify need for easements early if utility relocation is needed – even if non-reimbursable
- Relocation is costly to the Utility Owner, so consider extra public RW or easement width to accommodate utility facilities
- Preliminary Plans will not be approved if contact with Utility Owners has not been made.

Utilities

Want federal reimbursement for relocation work?

- **NEPA must first be approved**
- **Submit estimate or executed agreement to MoDOT**
 - If owned by LPA, must submit estimate
 - If not owned by LPA, must submit agreement with utility company
- **Work cannot begin until after MoDOT approves**
- **Work may start before construction work starts**

Railroads

- **Projects crossing railroad right of way require the railway company's written approval of the final plans**
- **Fed-aid projects "near" a railroad crossing require review of all MUTCD warning devices, even if the crossing is not within the limits of the project**
- **A specific statement of "No Railroad Impacts" is required at PS&E even when no railroads are affected by the project**
- **Details regarding Railroads are found in EPG 136.9, EPG 643.4, and Fed-Aid Essential Videos**
- **Contact your Design Liaison EARLY for railroad coordination...Plan for long lead times.**

Proprietary Items

- Discouraged on Fed-Aid projects
- If used, then minimum of 3 competing products must be listed
- Must include statement “Or Equal” in specification
- Must include an “alternative product approval process” in specification
- If less than 3 products, then LPA must submit Public Interest Finding (PIF) to MoDOT for approval

Final Plans, Specifications and Estimates (PSE)

MoDOT will review to check:

- Scope
- ADA compliance
- Eligibility
- TIP to ensure project is listed in correct fiscal year
- Impact to MoDOT route
- Proprietary Items

Final Plans, Specifications and Estimates (PSE)

MoDOT will review to check:

- Bid proposal to ensure all federal requirements are included (number all pages in proposal please)
- Ensure construction engineering (CE) is performed by qualified personnel
- Type of work so DBE goal can be assigned
- Right of Way clearance
- Environmental commitments and clearance
- Utility status

PSE Checklist – Fig 136.9.1

MISSOURI DEPARTMENT OF TRANSPORTATION										
Local Public Agency (LPA) Final PS&E Submittal Checklist (revised 5/16/13)										
Project Name:									Date Received:	
Project Sponsor:										
Federal Project #:										
Line No.	Item	Topic	Reference	LPA Responsibility	LPA Initial	Location within submittal (i.e. page number) <i>to be filled out by LPA or Consultant</i>	MoDOT District Staff Responsibility	MoDOT District Initial	In Fig. 136.9.3 Bid Proposal Boilerplate?	
Certification										
1	Certification	Certification	EPG 136.9.2.11 EPG 136.7.3	LPA to fill out and submit the LPA certification of PS&E Form (Fig 136.9.5) to certify that the PS&E meet all federal and state laws.			MoDOT - District - review for required items.		NO	
Required Submittals (if applicable for the project)										
2	Supporting documentation to proposal	Section 106 Clearance	EPG 136.9.2.1 EPG 136.6	Section 106 - SHPO Clearance, if applicable.			MoDOT - District - review for required items.		NO	
3	Proposal/Supporting Documentation	Section 404 Permits	EPG 136.9.2.1 EPG 136.6	404 COE Permit/401 Water Quality (if applicable) ** This should be included in the proposal.			MoDOT - District - review for required items.		NO	
4	Supporting documentation to proposal	USF&WT&E	EPG 136.9.2.1 EPG 136.6	United States Fish & Wildlife (USF&W) Threatened & Endangered Species (T&E) Clearance, if applicable.			MoDOT - District - review for required items.		NO	
5	Supporting documentation to proposal	MDC Heritage Review	EPG 136.9.2.1 EPG 136.6	Missouri Department of Conservation (MDC) Heritage Review, if applicable.			MoDOT - District - review for required items.		NO	
6	Supporting documentation to proposal	100-year floodplain and regulatory floodway	EPG 136.9.2.1 44 CFR Parts 59-78 EPG 136.6	Flood Plain Development Permit, if applicable.			MoDOT - District - review for required items.		NO	

Must be reviewed and initialed by LPA person of Responsible Charge

Bid Proposal Boilerplate

Figure 136.9.3

REVISED 08-22-2014

<Drafter's Note: There are two cover sheet options. One for the Bid, and the other for the completed contract. Pick the applicable cover sheet and delete the other along with this note

Highlighted areas within this boilerplate represent language that must be updated or may need to be modified to reflect the Local Public Agencies contracting practices. >

<Federal Project #>

<Sponsor Name>

<Sponsor Address>

REQUEST FOR BID

BID OF

<MoDOT Vendor Number (if required) _____ >

Bidder Name _____

Bidder Address _____

Job Special Provisions



Design and Right of Way

Business with MoDOT Webpage

Value Engineering Program

Job Special Provisions

Recent

Site Contents

The Job Special Provisions are revisions to the standard specifications and general provisions applicable to all projects. The JSPs contain information covering work methods, materials, measurements, or basis of payment. The JSPs are included in the bidding documents. This database contains the Standard JSP's, Non-Standard JSP's and LPA JSP's.

For questions about Job Special Provisions please contact [Ivan Schmidt](#) and LPA specific questions can be sent to [Melissa Wilbers](#).

Frequently
Used

JSP By Section

JSP By Title

LPA

<input type="checkbox"/>	Name	JSP_Title
<input type="checkbox"/>	LPA1501	Acceptance of Precast Concrete Members and Panels
<input type="checkbox"/>	LPA1502	Acceptance of Structural Steel
<input type="checkbox"/>	LPA1507	ADA Compliance and Final Acceptance of Constructed Facilities
<input type="checkbox"/>	LPA1503	Add Alternates
<input type="checkbox"/>	LPA1504	Alternates For Pavements
<input type="checkbox"/>	LPA1505	Guidelines for Obtaining Environmental Clearance for Project Specific Locations

Engineer's Estimate – EPG 136.7.4

Provide subtotals for following pay item categories:

- Roadway
- Bridge
- Signing/Striping/Signal
- Landscaping/Streetscaping
- Bicycle/Pedestrian Facilities
- Any Add Alternates
- Utilities (if fed participation)
- Construction Engineering (if fed participation)
- Any non-participating costs

Construction Engineering (CE)

- **Must request with PS&E if want federal reimbursement**
- **Start RFQ process early so it doesn't hold-up bidding**
- **Can be done by same consultant engineering firm that is doing design plans (optional)**
- **Can be done by Local Forces for qualified agencies**

Add Alternates

- Maximize the amount of work awarded within the stated budget
- Allows LPA to get contractor bids on additional items of work that could be added to the "base" contract
- For non-essential work only
- Must prioritize alternates
- Alternates must be awarded if add-alt bids come in within stated budget
- See EPG 136.7.5 – Innovative Contracting

Construction Authorization

(Authority to Advertise for Bids)

MoDOT will request Obligation of Federal Funds

**MoDOT will issue formal PS&E approval and
“Authority to Advertise” letter to LPA**

LPA advertises for bid and ensures:

- DBE Goal included in bid documents**
- Ad is placed on MoDOT’s website and local newspaper (in vicinity of project)**
- Is advertised once at least 21 days prior to bid opening**

Bid Opening & Award

- LPA publicly opens bids
- LPA must award to lowest responsive, responsible bidder
- LPA requests MoDOT concurrence with award
- Email award request and bid info to MoDOT Central Office LPA staff: LPASubmit@modot.mo.gov
- Award Concurrence will be emailed back from Central Office



Start Construction!

- **MoDOT Local Programs Design staff will handoff project to MoDOT Local Programs Construction staff for Construction Administration**
- **LPA determines Notice to Proceed (NTP) Date, Notifies MoDOT Construction staff, and issues NTP to Contractor**
- **MoDOT Design staff will request Obligation Adjustment for actual Contract Award Cost**
 - **Note: MoDOT Construction staff needs the NTP date within 30 days of award concurrence to proceed with Award Adjustment**