

# Local Lets: Who, When, What and Why

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Design Division

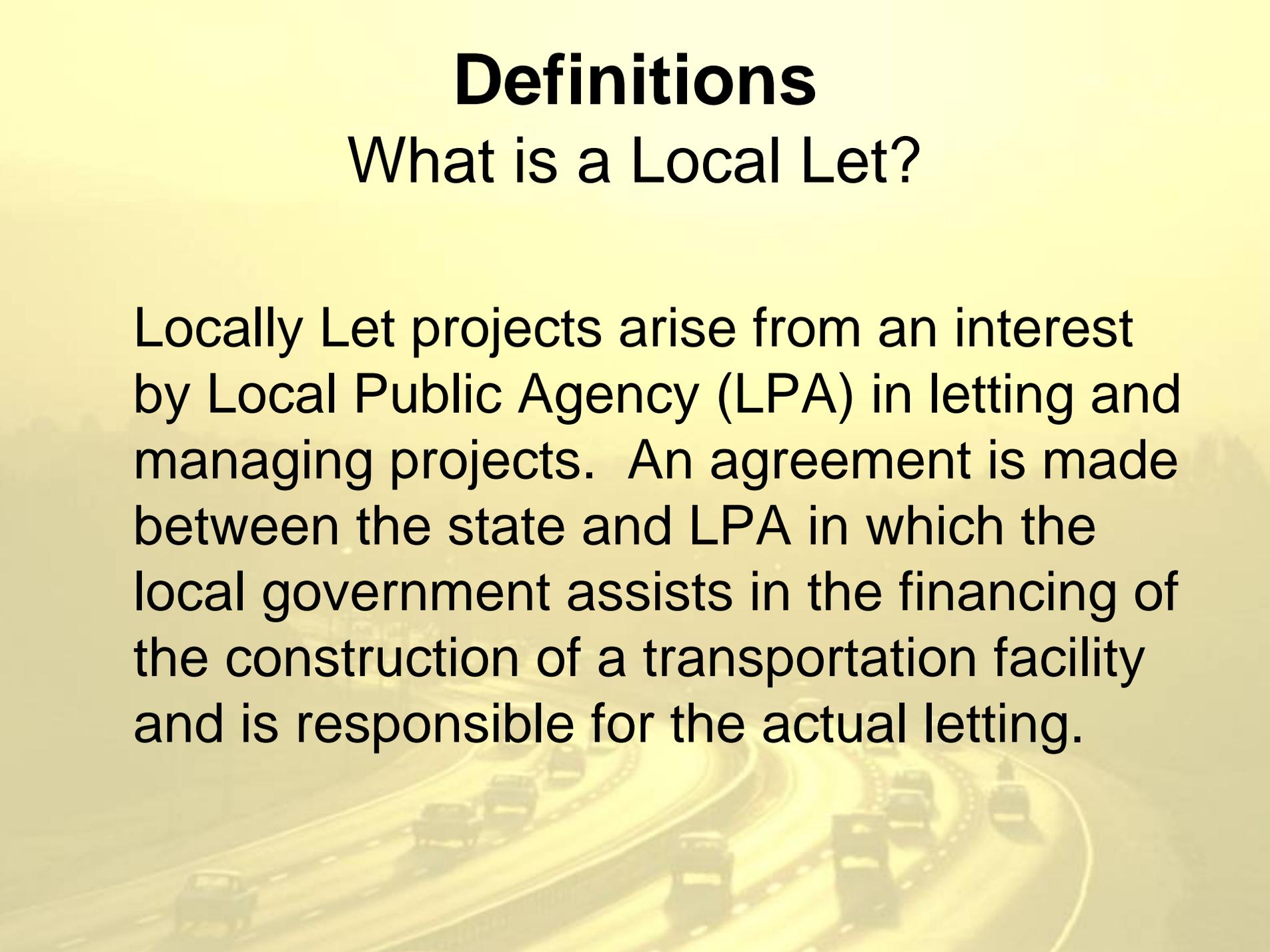
# Purpose of Presentation

- Define what a Local Let is, who is involved and why
- Provide overview of necessary approvals to initiate a Locally Let project
- Review Design Division submittal and approval process
- Provide timeline overview for major steps in Locally Letting a project

# Definitions

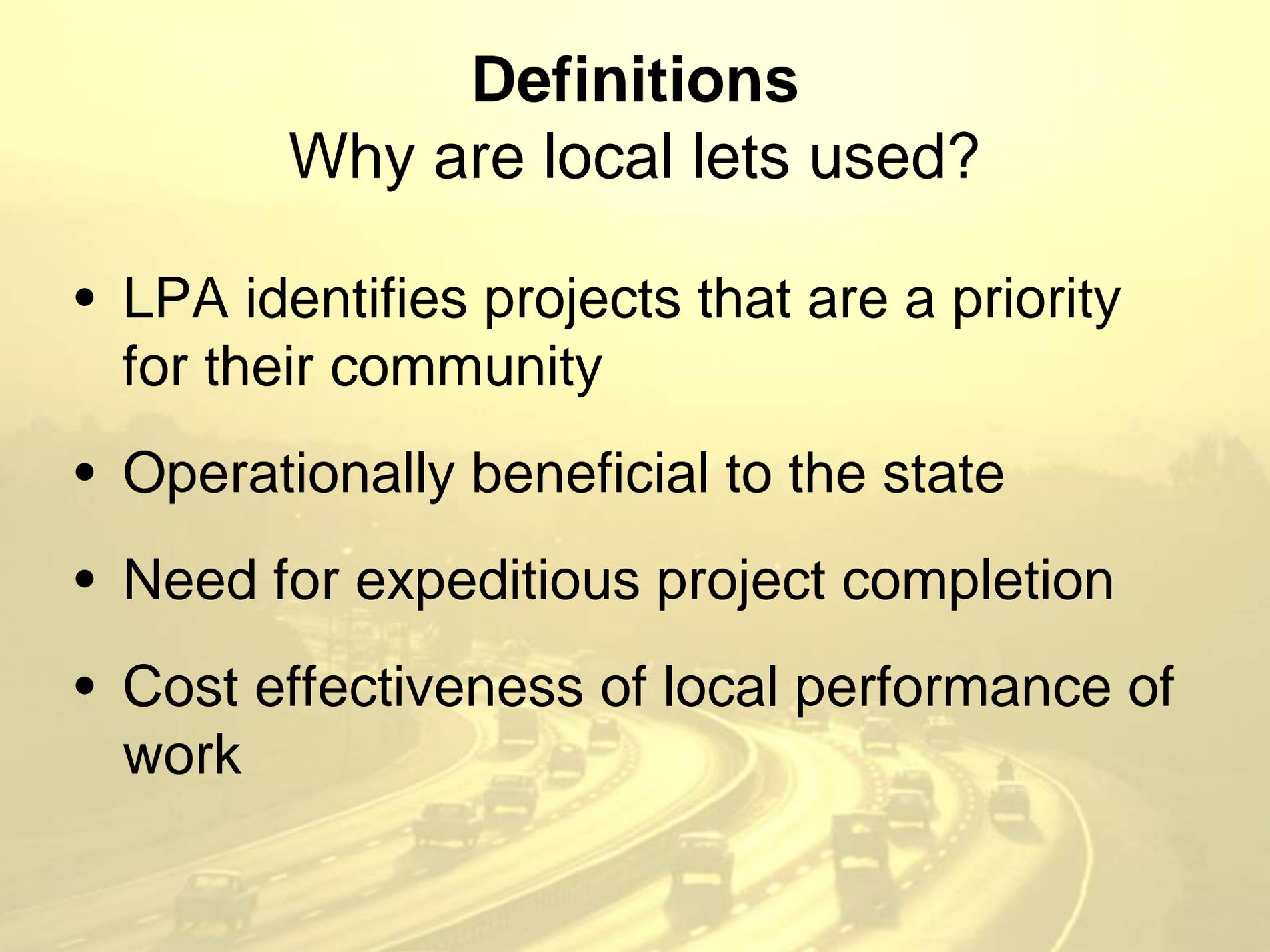
## What is a Local Let?

Locally Let projects arise from an interest by Local Public Agency (LPA) in letting and managing projects. An agreement is made between the state and LPA in which the local government assists in the financing of the construction of a transportation facility and is responsible for the actual letting.



# Definitions

## Why are local lets used?

- LPA identifies projects that are a priority for their community
  - Operationally beneficial to the state
  - Need for expeditious project completion
  - Cost effectiveness of local performance of work
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# Definitions

## Why are local lets used?

- No Freeway Mainlanes
- No use of State funds Off System
- Locally Let projects are not “Grant Projects”
- TxDOT has oversight of PS&E and letting

# Definitions

## Who is involved?

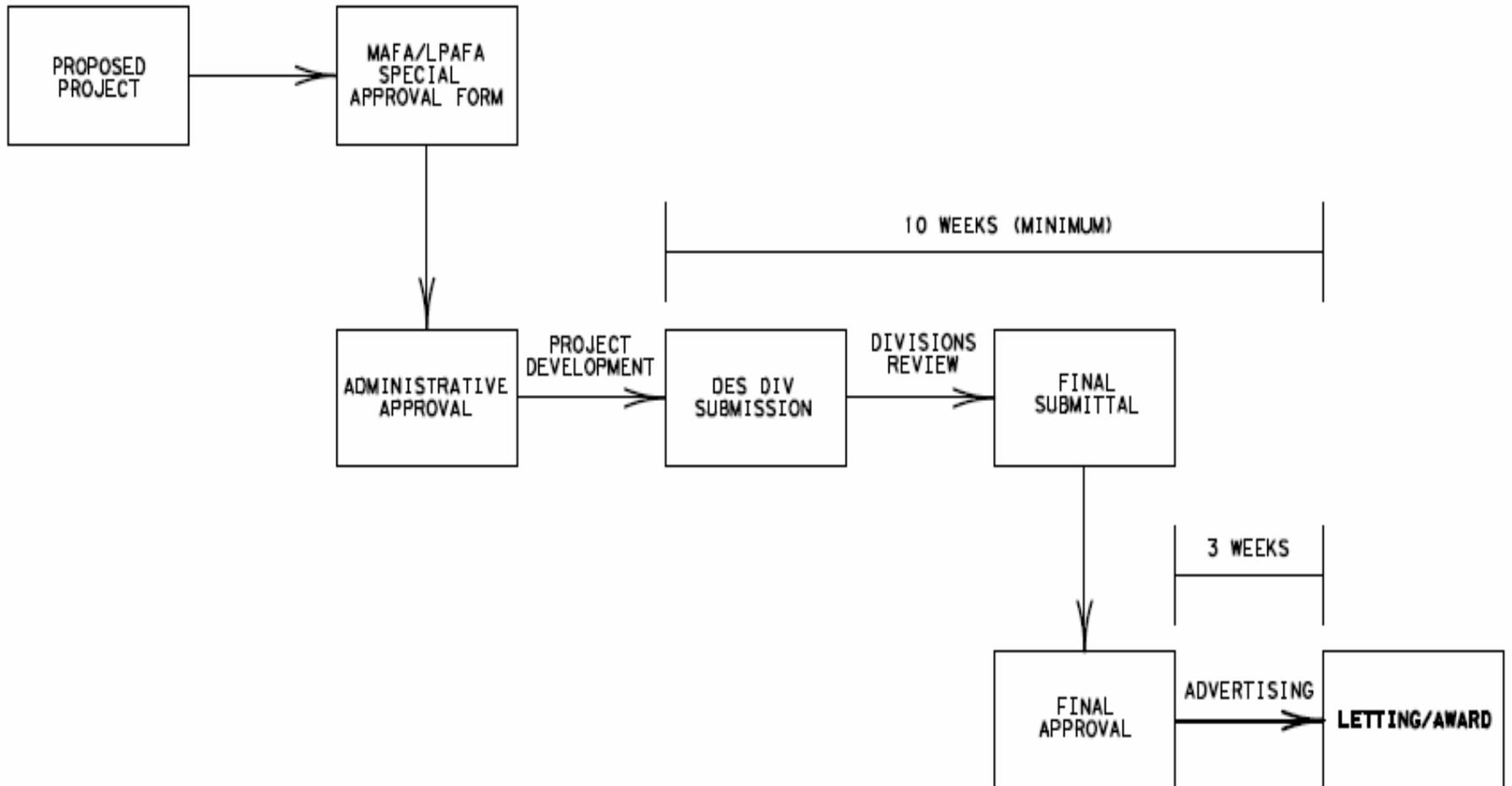
- State (TxDOT)
- Local Governments
- Railroads
- River Authorities
- Utility companies
- TDLR
- Federal Agency outside of USDOT

# Definitions

## Who is involved?

According to our oversight agreement with FHWA, “for federally funded projects developed and administered by LPA, TxDOT shall provide necessary review and approval to assure compliance with federal requirements. TxDOT will be responsible for determining that sub-recipients of Federal funds have adequate staffing, project delivery systems and sufficient accounting control.”

# Local Let Process



# Advanced Funding Agreements

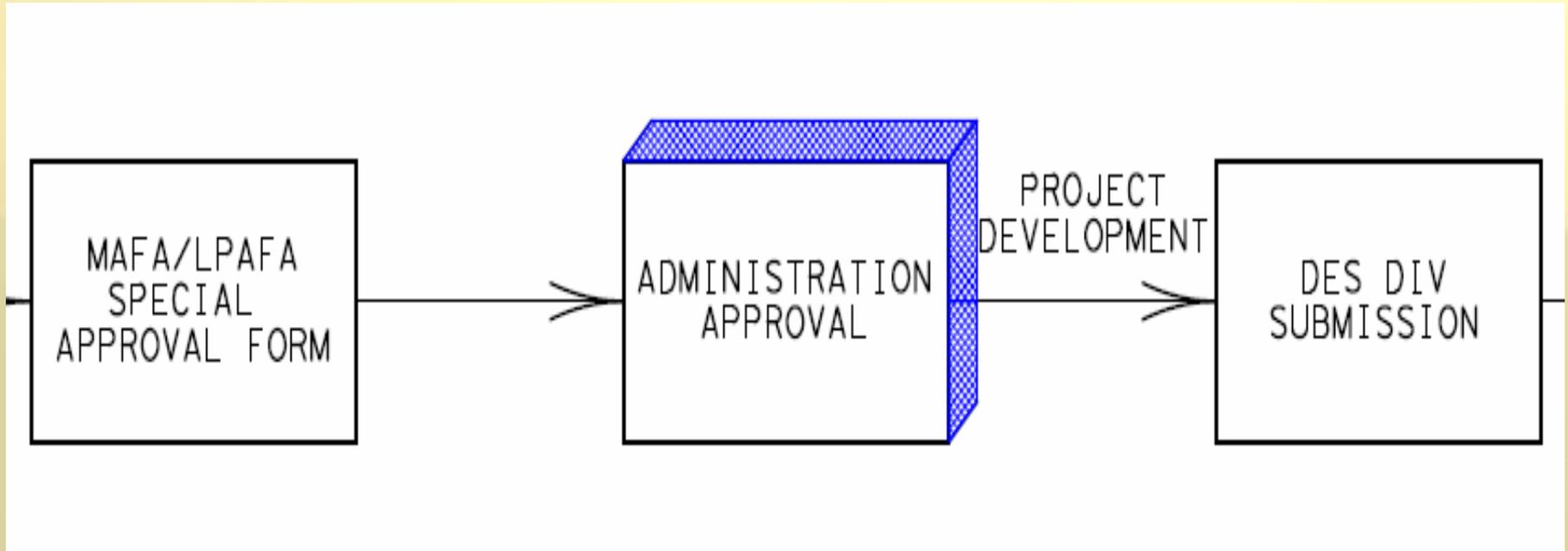


- LPA and District create draft copy of Advanced Funding Agreement (AFA)
- Master Advanced Funding Agreement (MAFA) will be created for the LPA if not already on file with OGC/CSS
- AFA and MAFA files available on OGC/CSS website

# Transmitting to CSS for Execution

- Use Special Approvals Form and Transmittal Form
- AFA must define contractual responsibilities, funding requirements and applicable state and federal regulations
- OGC/CSS works with district and divisions for review to ensure compliance with MAFA and TAC
- CSS Director executes AFA

# Local Let Process



# Administration Approval

- LPA submits through the District their letting and contract management procedure
- Project must be included in STIP in order to receive federal funding
- LPA determines a letting date and District schedules project through DES/Letting Management Section

# Design Division Submittal Checklist

**\*\*Submit at least 10 weeks prior to letting date\*\***

- Approved copy of AFA
- Copies of Bound Proposal
- Copies of Plan Set
- Original Titlesheet with signatures
- Certifications (ROW, Encroachment, etc.)
- Form 1002, page 3
- Engineer's Estimate

**\*\*PS&E Requirements same as for State Let Projects\*\***

# Design Division Submittal AFA Review

- Parties involved
- Scope of work clearly defined
- Design Criteria and guidelines
- Compliance with TAS/ADAAG
- Construction and Maintenance responsibilities

# Design Division Submittal AFA Review

- Specifications used (TxDOT if applicable)
- Define funding responsibilities
- Attachment C explaining funding participation
- Any Amendments to the AFA

# Design Division Submittal Proposal Review

- Items 1-9 content
- FHWA Form 1273 if federally funded
- All required special provisions
- Requirements of a responsive bidder
- Define working days
- Every item must have a written spec (use TxDOT's if they can accomplish work)

# Design Division Submittal Proposal Review

- Bid inserts
  - Time, Date, Location for Pre-Bid meeting
  - Date and time for Receipt of Bids
  - Certifications (ROW, Utilities, etc.)
  - Engineers Seal and Signature
  - Acknowledgement for Receipt of Addendums
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# Design Division Submittal Proposal Review

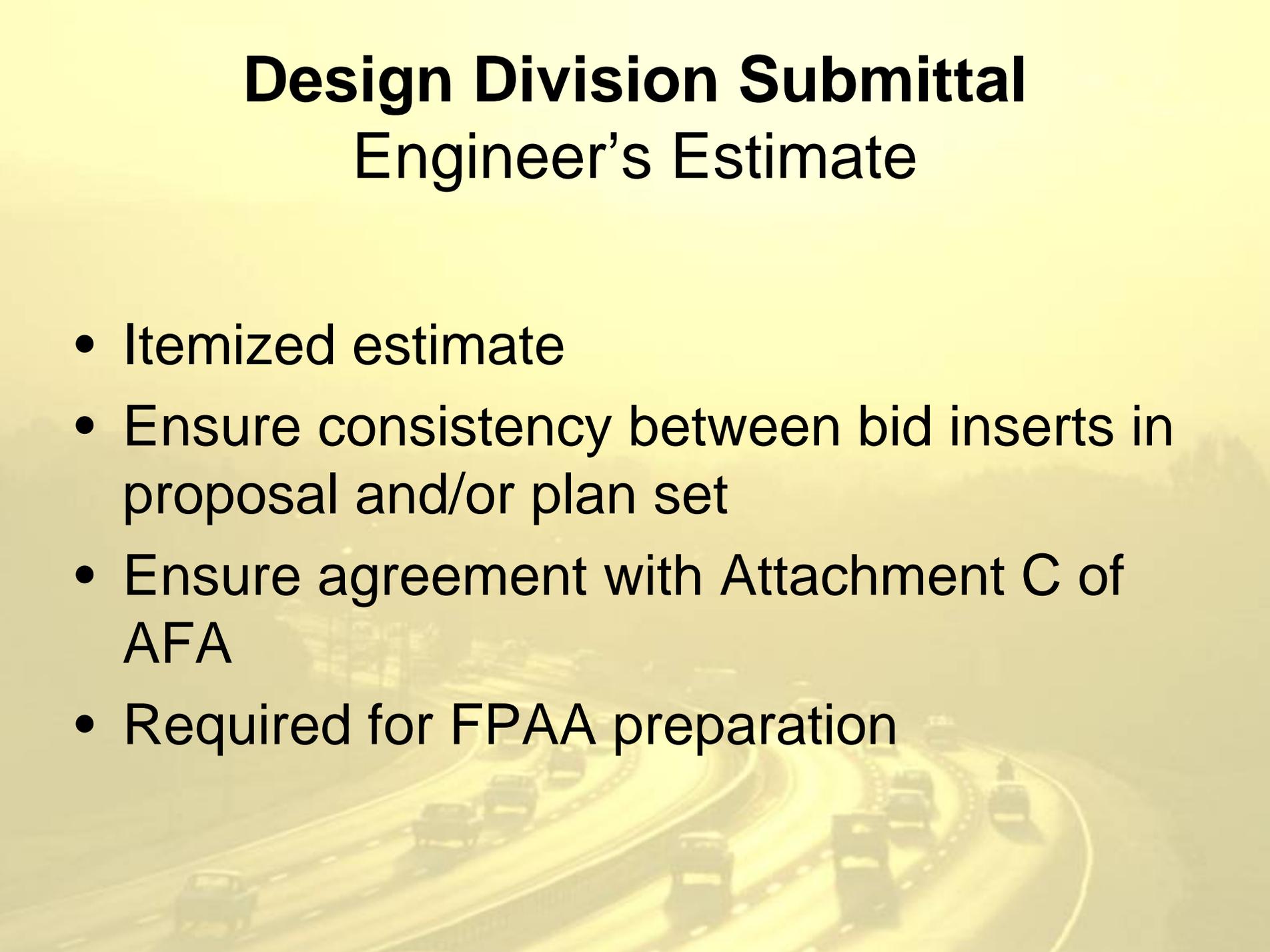
- Wage Rates
- “Do Not Disassemble” on cover
- General contents of Contractors Assurance
- Disclosure of Lobbying Activities
- Proposal Guaranty
- Completed Child Support Statement

# Design Division Submittal Plan Set

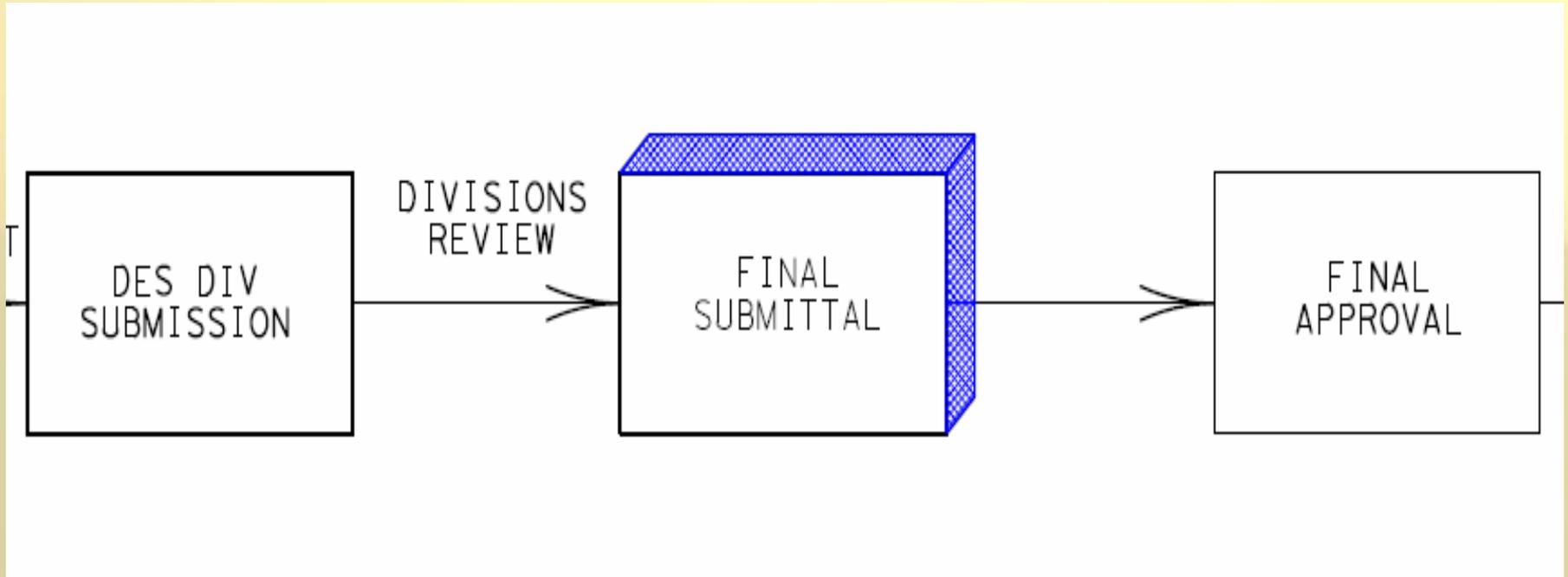
- Engineer's Seal and signature with note for standards used
- Signature blocks completed
- Review design criteria as stated in AFA

Note: If design elements do not meet minimums, design exceptions, waivers and variances are required.

# Design Division Submittal Engineer's Estimate

- Itemized estimate
  - Ensure consistency between bid inserts in proposal and/or plan set
  - Ensure agreement with Attachment C of AFA
  - Required for FPAA preparation
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# Local Let Process



# Final Submittal

## Final Revisions

- All Division comments addressed (DES, CST, ENV, MNT, TDLR, etc.)
- Submit revised copies of Plans, Estimate and bound Proposal per review comments

Note: After final copy of proposal submitted, inserting/removing pages is not allowed and will require new submittal of final proposal

# Final Submittal

## Initiate FPAA

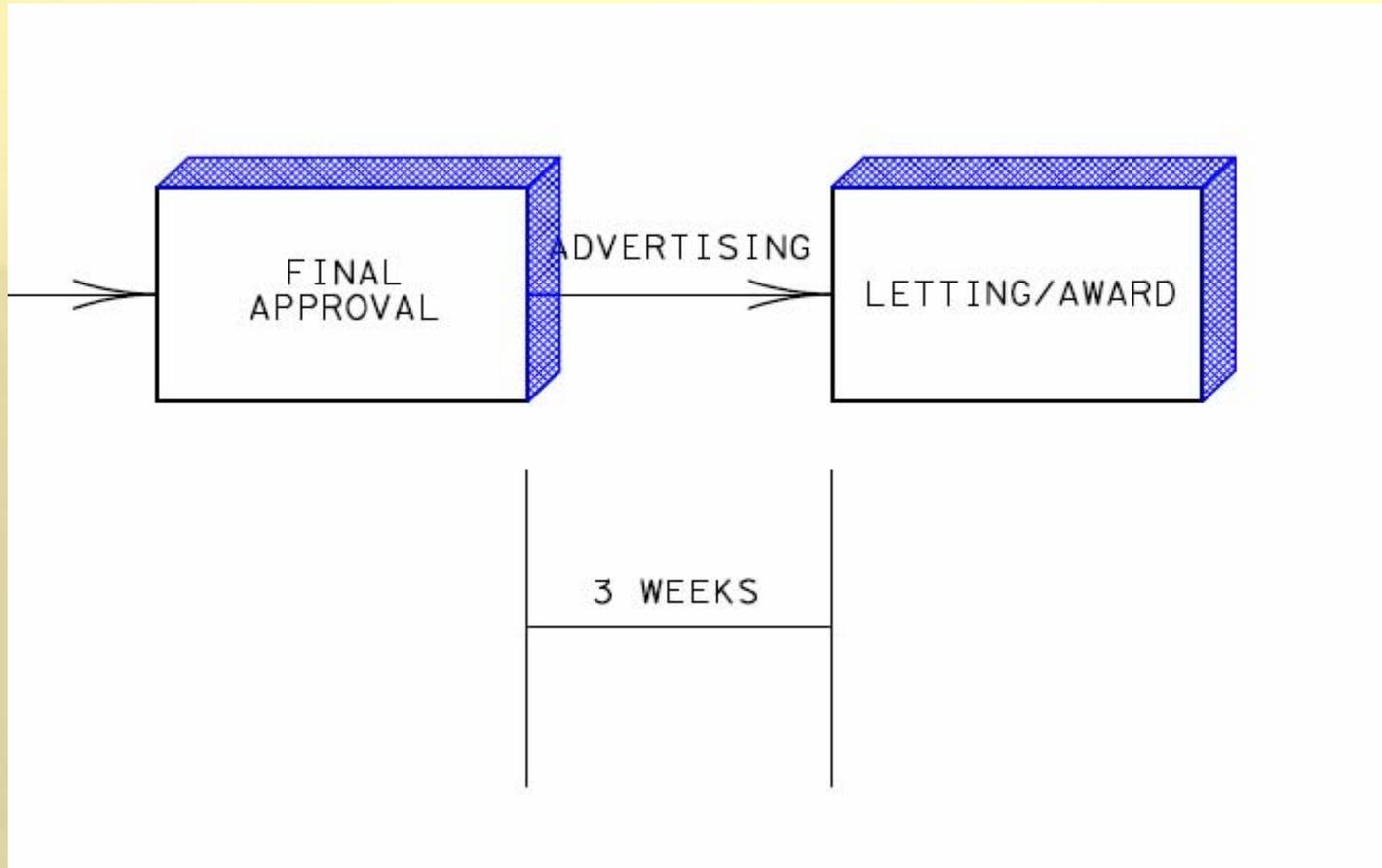
- Need Final Engineer's Estimate
- P2 screen must be updated to show Local, Federal and/or State contributions
  - Must match Attachment C participation
  - Total contribution must equal final subtotal, including E&C



# Final Submittal Letter of Authority

- LOA must be signed and dated prior to advertisement of project
- LOA will be signed when DES receives final revised documents
  - Original signed title sheet
  - Final copy of bound proposal
  - Final copy of plans
  - Final estimate

# Local Let Process



# Final Approvals

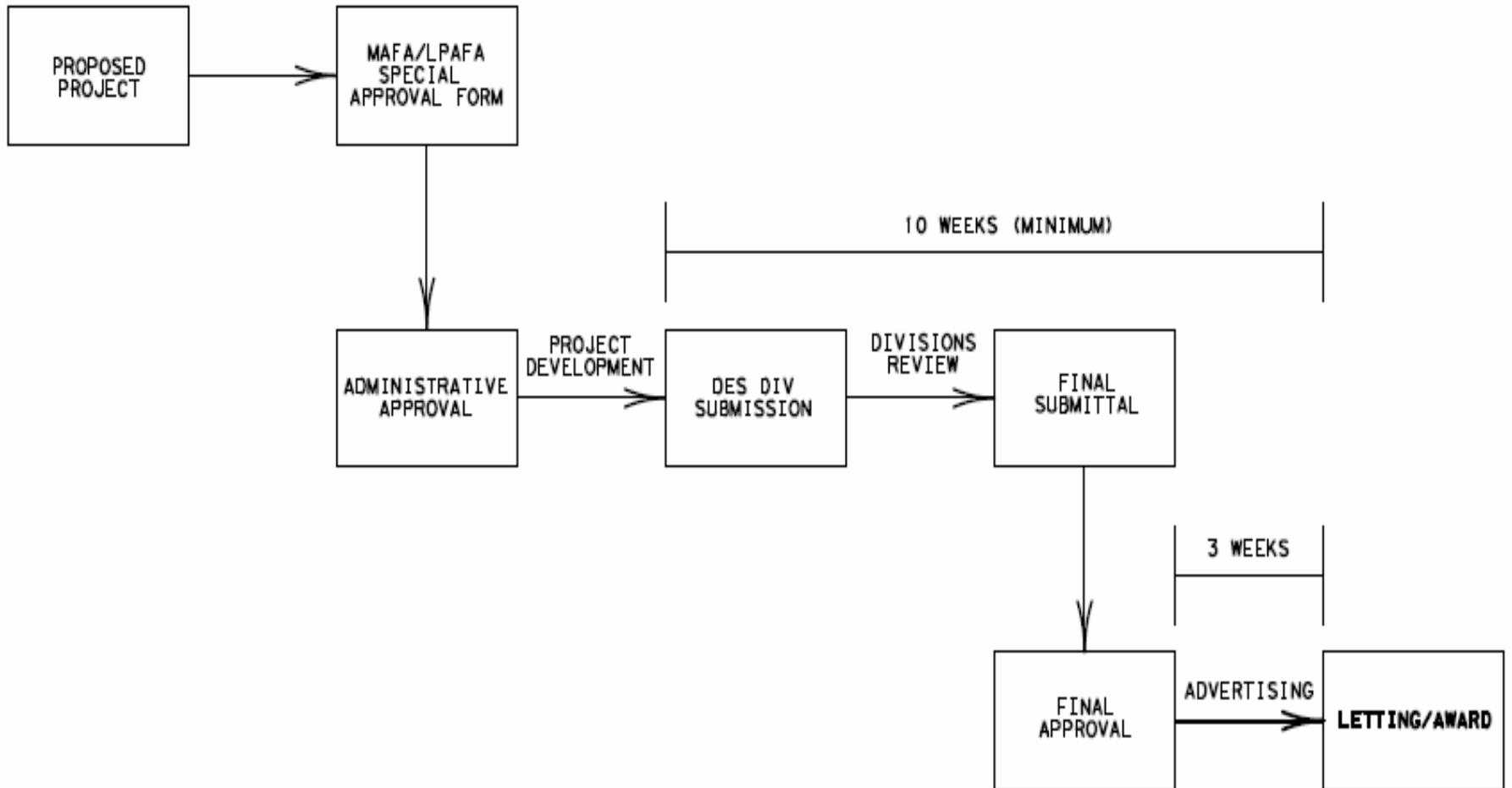
## Advertising

- Advertising can be initiated ONLY if State LOA and/or FPAA have been approved
- Federally funded projects advertise twice
  - Once at least 3 weeks prior to receipt of bids
  - Once again at 2 weeks prior to receipt of bids
- State funded projects advertise twice
  - Once at least 2 weeks prior to receipt of bids
  - Once again at 1 week prior to receipt of bids

# Letting & Award

- All Local Lets must be submitted by the District through DES to CST for processing and concurrence of award.
  - Engineer's Estimate
  - Bid Tabs for all responsive bidders
  - LPA recommendation for award
  - Recommendation Memorandum for award from the District
- Change orders must be submitted for review and approval by TxDOT

# Local Let Process



# Questions

Thank you!!!

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