

GENERAL TIMELINE FOR TRANSPORTATION ALTERNATIVES PROJECT INITIATION AND DEVELOPMENT

RAILROAD COORDINATION PROCESS (12-24 MONTHS)

- LG contacts RR and receives an acknowledgement letter
- Preliminary PS&E/coordination with RR and TxDOT District RR Coordinator on true costs of improvements
- Crossing agreement (necessary for new crossings)
- Construction and maintenance agreement
- Construction crew right-of-entry agreement

COORDINATE WITH TxDOT-TPP/MPO TO ADD PROJECT TO NEXT STIP UPDATE

- Depending on the location and project type, TA projects may be listed (grouped or individually) in the TIP and STIP
- If the TA project falls within the boundaries of an MPO, the project sponsor, and TxDOT District staff must coordinate with the local MPO to determine if the TA project needs to be individually listed in the MPO TIP. (If so, the amendment process must be initiated to individually list the project during the next TIP amendment cycle prior to the STIP quarterly update process).

PREPARE AND ISSUE RESOLUTION USING CSD APPROVED TEMPLATE (To be posted on Transportation Alternatives Program Page)

COMPLETE AFA CHECKLIST AND SUBMIT DOCUMENTS TO CSD

FEDERAL PROJECT AUTHORIZATION AGREEMENT FOR PRELIMINARY ENGINEERING (FPAA FOR PE) REQUEST SENT TO FINANCE DIVISION

- All state-selected TA projects will have an FPAA for both the engineering and construction phases, even if PE costs will not be reimbursed
- Costs incurred prior to execution of FPAA for a specific phase of work will not be federally reimbursable

TxDOT ISSUES STATE LETTER OF AUTHORITY (SLOA) FOR FEDERALLY PARTICIPATING PE PHASE ACTIVITIES (INFORMAL VIA EMAIL)

- LG should refrain from starting activities anticipating federal reimbursement until SLOA is received

FINALIZE PROCUREMENT OF CONSULTANT

PS&E DEVELOPMENT:

- 30% PS&E SUBMITTAL - Environmental Clearance efforts to begin
- 60% PS&E SUBMITTAL - Begin Right-of-Way/Utility/Relocation/Encroachments/Railroad Certifications, Development of Bid Documents
- 90% PS&E SUBMITTAL
- 100% PS&E SUBMITTAL - all certifications shall be clear prior to 100% PS&E submittal (larger projects may require additional time)

LEGEND:

AFA - Advanced Funding Agreement	RPIC - Responsible Person In Charge
CSD - Contract Services Division	RR - Railroad
DBE - Disadvantaged Business Enterprise	SLOA - State Letter of Authority
FPAA - Federal Project Authorization and Agreement	SPA - Special Approval
LG - Local Government	STIP - Statewide Transportation Improvement Program
MPO - Metropolitan Planning Organization	TA - Transportation Alternatives
PE - Preliminary Engineering	TIP - Transportation Improvement Program
PS&E - Plans, Specifications & Estimates	TPP - Transportation Planning and Programming
RFQ - Request For Quote	TxC - TxDOTCONNECT

PROJECT AWARD

SCAN HERE FOR MORE INFORMATION



- TxDOT DISTRICT
- SHARED RESPONSIBILITY
- LOCAL GOVERNMENT

MONTHS

1

PROJECTS ADDED TO TxC

PROJECT INITIATION KICKOFF MEETING

- Designation of project team & meeting attendees (i.e. LG & TxDOT RPIC, Project Manager, and LG Qualified Person)
- Complete TA Project Initiation & Development Checklist
- Review project scope, cost, and financial information
- Determine needed elements of AFA
- Discuss project details (consultant procurement, utility adjustments, env. concerns, RR, etc.)
- Discuss project milestones and schedule to meet letting target

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DEVELOP DRAFT AFA

- TxDOT District builds AFA and submits to TxDOT's CSD for review and approval. A draft copy will also be provided to the LG
- TxDOT District to determine if Risk Assessment, Oversight SPA or Funding Structure SPA is required

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COMPLETE LG RISK ASSESSMENT

(Risk Assessment is only applicable for projects where LG is responsible for federally reimbursed activity, such as design or construction)

6

COMPLETE SPA FOR FUNDING STRUCTURE

(Specified Percentage)

7

COMPLETE THE OVERSIGHT LEVEL SPA

(If needed)

- LG COMPLETES PART A
- TxDOT COMPLETES PART B

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9

EXECUTE AFA

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CONSULTANT PROCUREMENT PROCESS

- Submit procurement procedures
- Review LG procurement procedures
- Draft Scope and RFQ
- Review draft scope and RFQ
- Submit LG's proposed scope to Civil Rights Division to obtain DBE goal assignment
- Select Qualified Consultant
- Verify LG followed selection process and concur with LG's consultant selection
- Verify draft contract includes required provisions
- Contracts procured by LG without State approval of procurement process will not be federally reimbursable

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CONSULTANT CONTRACT EXECUTED AND PS&E KICKOFF MEETING CONDUCTED

- Suggested attendees (at a minimum) to include LG & TxDOT RPIC, Project Manager and LG Qualified Person

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FEDERAL PROJECT AUTHORIZATION AND AGREEMENT FOR CONSTRUCTION (CONSTRUCTION FPAA)

- Request sent to Finance Division

24

ISSUE STATE LETTER OF AUTHORITY (SLOA) FOR CONSTRUCTION (PRIOR TO ADVERTISING)

- On federal-aid projects, minimum public advertisement period is 21 days

30

LETTING

- For Local Lets, once bids are received, District requests concurrence from Construction Division prior to LG acceptance of low bid

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NOTE: TxDOT reserves the right to remove funding should the project AFA not be executed in 12 months or if letting is not achieved within 36 months from Commission Award (if due to LG non-responsiveness)