



## Locally Administered Projects 2017 - 18 Compliance Assessment Summary

### Introduction

The Local Assistance Division has completed its fifth year of Project Level Assessments under the Compliance Program. The purpose of the program is to assess local government and VDOT compliance with federal and state laws and regulations, and other requirements as outlined in the Locally Administered Projects Manual.

### 2017 - 18 Assessments

Seven federally funded locally administered projects (LAPs) from various locations throughout the state were randomly selected from a query of advertised projects for review. Local Assistance Division conducted a project level assessment on specified preliminary engineering, right of way and construction phase documentation on the projects listed below:

UPC# 91446 – Reconstruction w/o added Capacity  
EB/RSTP Funds – Total Estimate \$4,483,395

UPC# 105305 - Safety  
SRTS Funds – Total Estimate \$211,224

UPC# 61407 – Reconstruction w/o added Capacity  
STP Funds – Total Estimate \$10,539,235

UPC# 8645 – Reconstruction w/o added Capacity  
STP Funds – Total Estimate \$10,877,358

UPC#88907 – New Construction Roadway  
STP Funds – Total Estimate \$2,225,382

UPC# 105439 – Facilities for Pedestrians and Bicycles  
RSTP Funds – Total Estimate \$9,000,000

UPC# 105213 - Safety  
RSTP Funds – Total Estimate \$86,318

Documentation requested from the local government included:

- Consultant procurement documents for design and/or construction services
- Memorandum of Agreement or Consultant Contract
- Appraisals and appraisal reviews
- Negotiation reports with property owners
- Final Bid Proposal and Contract Documents for construction
- Documentation to support invoice

- Questionnaire to be completed providing information on the localities
  - ↳ management and oversight of project delivery
  - ↳ management for right of way acquisitions
  - ↳ labor compliance review training
  - ↳ process for compiling and maintaining environmental documentation, environmental commitments and implementation of commitments along with project scope changes that impacted the original footprint

An “in-office desk review” was performed on the above listed project documentation from various functional areas within VDOT’s Central Office such as Procurement, Assurance and Compliance, Construction, Environmental and Civil Rights.

## **Findings**

- Advertisements published for minimum calendar days
  - *Recommendation/Action* – To provide a response opportunity from the maximum number of consultants, VDOT’s Locally Administered Projects Manual recommends advertising at least 30 calendar days.
- Several local governments have not obtained formal training on Labor Compliance reviews from VDOT District Civil Rights staff and have depended on the VDOT District Civil Rights staff to conduct the Labor Compliance reviews on projects.
  - *Recommendation/Action* – Local governments are to request training from their VDOT District Civil Rights office to ensure they are able to meet the requirements of Labor Compliance activities on future projects. Reference LAP Manual, Chapter 17.6.1.3 – Labor Compliance.
- Several of the local governments submitting the requested project documentation were found to have successfully managed the project with no findings.

## **Next Steps**

Local Assistance Division will be selecting locally administered projects throughout the state to conduct the 2019 LAP Compliance project level assessment “desk reviews.