Checklist for the Local Public Agency (LPA) Process

In accordance with the Code of Federal Regulations, 23CFR 1.11 and 635.105, ALDOT may delegate administration and management of certain Federal-aid projects to a Local Public Agency (LPA). The LPA Process allows local units of government to design, let, and inspect their federally funded projects. Local Public Agencies must administer and manage these projects in accordance with federal and state guidelines.

Contract Area: _________________________ County: ________________________________

Agency Project ID Number: _______________ ALDOT Project ID: ______________________

Date of Agreement: _________________ Projected Completion Date: _________________

Local Agency Project: ____________________________________________________________

Designated Agency Project Manager and Title: ________________________________________

Full Project Route and Termini Description: _________________________________________

Additional Description: __________________________________________________________

Check one:

- Congestion Mitigation
- Safe Routes to School
- Bicycle/Pedestrian
- Landscaping
- Off-system Bridge
- Intersection Improvement
- Transportation Enhancement
- Industrial Access
- Signalization/Signage
- Other
- Safety Project

If other, explain_______________________________________________________________

The following items are required actions of the Local Public Agency (LPA) Process, but are not all inclusive. Please refer to the project participation agreement for additional required items.

1. Was ALDOT authorization received by the Local Public Agency prior to beginning work and incurring expenses eligible for reimbursement under conditions of the signed Participation Agreement? Yes ___ No ___ If “Yes,” submit documentation. If “No,” explain why.

2. Did the LPA procure consultant services through a competitive bidding process and negotiations using the State Procurement Regulations as a minimum guide? Yes____ No____ If “Yes,” submit documentation. If “No,” explain why.
3. Did ALDOT approve the NEPA document prior to advancing the project to Right of Way (ROW) acquisition (if any) or construction? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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a. Were all applicable permits identified and obtained prior to beginning construction? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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4. If additional ROW was needed, did ALDOT approve ROW plans and authorize the Local Public Agency to acquire ROW? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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a. Was ROW acquired in accordance with the Uniform Act? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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b. Did the Local Public Agency submit and obtain approval of a ROW certification from ALDOT prior to advancing the project to construction? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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5. Did the Local Public Agency design and construct all work in accordance with each of the following as applicable to the project:

- ALDOT Standard Specifications for Highway Construction
- AASHTO Standard Specifications for Highway Bridges and latest Interim Specifications
- AASHTO’s “A Policy on Geometric Design of Highways and Streets”
- ADAAG (American with Disabilities Act Accessibility Guidelines)
- AASHTO’s “Guide for the Development of Bicycle Facilities”
- ALDOT "Proposed Transportation Enhancement Projects on ALDOT Right of Way"
- ALDOT Pavement Design Guide
- ALDOT Construction Manual

Yes ___ No_____ If “Yes,” submit documentation. If “No,” explain why.
6. Did the Local Public Agency schedule one or more field reviews with the ALDOT Division Engineer for proposed plans? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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7. Did the Local Public Agency secure applicable encroachment permit from ALDOT? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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8. Did ALDOT approve the plans, specifications, and estimates (PS&E) and authorize the Local Public Agency to advertise the project for construction? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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a. Did the contract contain appropriate state and federal contract requirements? (PR 1273, EEO, Buy America, Non Collusion Cert, etc). Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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b. Was ALDOT approval obtained for any sole source or proprietary items? Yes___ No___ If “Yes,” submit documentation. If “No,” explain why.

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________________________________________________________________________________

c. Was ALDOT approval obtained for any force account work or locally supplied materials? Yes ___ No ___ If “Yes,” submit documentation. If “No,” explain why.

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10. Was ALDOT Concurrence in Award received prior to executing the construction contract?  
Yes ___ No ___  If “Yes,” submit documentation. If “No,” explain what method. 
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

a. Did ALDOT approve project overruns and change in scope? Yes____ No____  If “Yes,” submit documentation. If “No,” explain what method. 
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12. Was the materials testing plan acceptable?  

a. Was inspection and testing accomplished in accordance with the ALDOT Construction Manual? Yes ___ No____
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b. Were ALDOT qualified inspectors used? Yes___ No____
________________________________________________________________________________

c. Was materials testing performed by an AASHTO accredited lab? Yes____ No _____
________________________________________________________________________________

d. Was disposition of non-conforming materials approved by the ALDOT? Yes_____ No______
________________________________________________________________________________

e. Did ALDOT concur in selection and use of consultant CEI services? Yes___ No____
________________________________________________________________________________

f. Did ALDOT provide inspection oversight and independent assurance testing? Yes___ No____
________________________________________________________________________________
g. Was a materials certification prepared prior to project closeout?  Yes ____ No____
__________________________________________________________
__________________________________________________________

13. Did the Local Public Agency ensure Davis-Bacon Wage Rates were paid by contractor and sub-
contractors?  Yes _____ No _____ If “Yes,” submit documentation. If “No,” explain why.
__________________________________________________________
__________________________________________________________

a. Were weekly wage rate interviews conducted and certified payrolls submitted to the LPA? 
   Yes _____ No_____  If “Yes,” submit documentation. If “No,” explain why.
__________________________________________________________

14. Did the Local Public Agency schedule and conduct a final inspection with ALDOT?  Yes____
   No____  If “Yes,” submit documentation. If “No,” explain why. If “Yes,” submit documentation. If 
   “No,” explain why.
__________________________________________________________

15. Did the Local Public Agency provide the necessary project closeout information for ALDOT to 
    formally accept and closeout the project?  Yes____ No____  If “Yes,” submit documentation. If 
    “No,” explain why.
__________________________________________________________

16. Add comments here:
__________________________________________________________
__________________________________________________________
__________________________________________________________
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