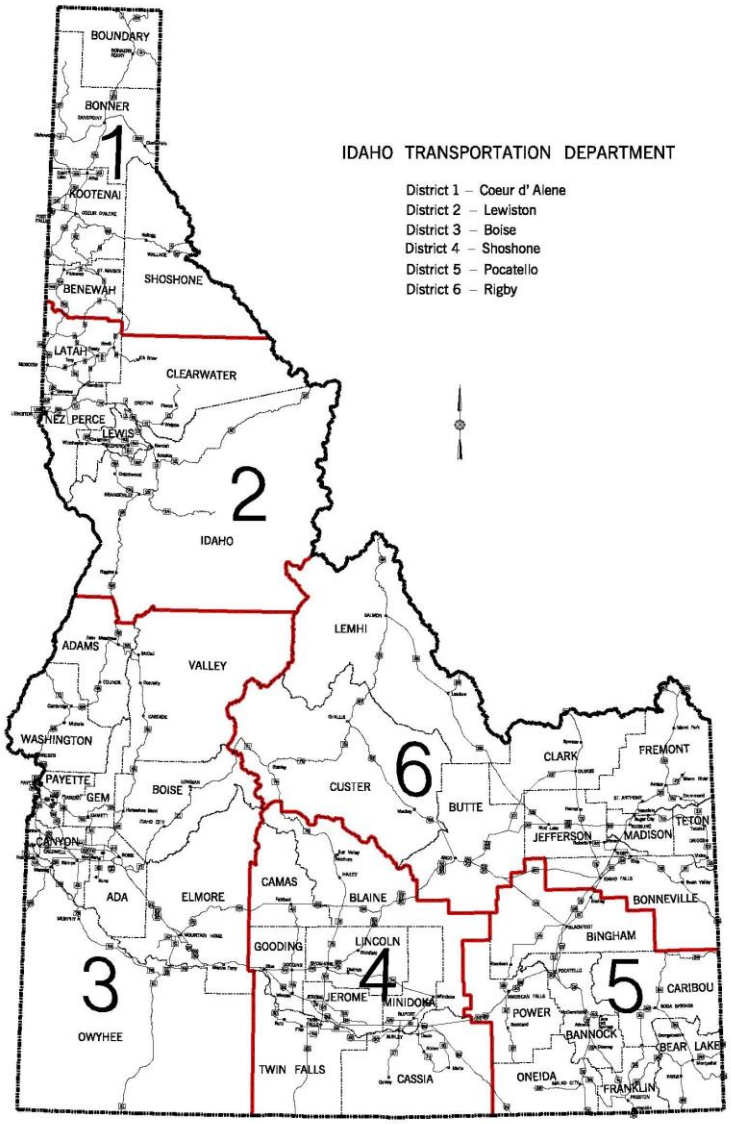
GUIDELINES FOR LOCAL PUBLIC AGENCY PROJECTS

SECTION 100.00 – INTRODUCTION

Local Public Agencies have been utilizing federal funds for many years to construct highway improvement projects. While the use of such funds has proven to be a tremendous benefit to the highway infrastructure, and therefore to the traveling public, those who have been directly involved in securing federal funds recognize it can be a time-consuming and complicated process. The intent of this guide is to provide a resource document that will be user-friendly and help to clarify the process and constraints of federal and state regulations.

Local Public Agencies mean all local highway jurisdictions within the State of Idaho, including but not limited to: cities, counties and highway districts.



SECTION 200.00 – GETTING STARTED

Local Public Agencies (LPA's) requesting Federal-aid on their transportation improvement projects need to contact the ITD Local Project Coordinator (LPC) in their respective District office or the Local Highway Technical Assistance Council (LHTAC). In response, the LPA will be provided with the appropriate project request information. All projects are accepted through an application process. LHTAC typically open applications each fall for the various Federal-aid programs. Information on that application process can be found on LHTAC's website or by contacting LHTAC or the LPC.

For roadway projects located within the boundaries of a Metropolitan Planning Organization (MPO), the LPA must submit their application through the area MPO by the due date that has been established by the MPO. The MPO will screen the application with respect to their criteria, and then submit all paperwork to the ITD. Following is a list of the MPOs:

Community Planning Association (COMPASS):	Northern Ada County Nampa/Caldwell Area
Bannock Transportation Planning Organization (BTPO)	Pocatello Area
Bonneville Metropolitan Planning Organization (BMPO)	Idaho Falls Area
Kootenai Metropolitan Planning Organization (KMPO)	Coeur d'Alene Area
Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)	Lewiston Area

LHTAC and the MPOs submit recommended projects to the Idaho Transportation Board for inclusion into the Idaho Transportation Investment Program (ITIP) and/or Statewide Transportation Improvement Program (STIP).

Part of the application process includes a cost estimate for the project. This estimate is provided with the use of form ITD-1150. The cost estimate must include design engineering, right-of-way, environmental mitigation (if applicable), utility costs, construction, construction engineering and inspection and contingencies. Typically the construction engineering, inspection, and contingency costs are estimated at 15% to 25% of the construction costs, depending on the type and size of the project. Contact the LPC or LHTAC for more information when preparing your cost estimate.

NOTE: The forms referenced in this manual are revised from time to time. Please contact LHTAC or the Local Project Coordinator for the most current forms.

Contact Information:

District 1: Coeur d'Alene **208 772-1200**	**District 2: Lewiston** **208 799-5090**	**District 3: Boise** **208 334-8300**
District 4: Shoshone **208 886-7800**	**District 5: Pocatello** **208 239-3300**	**District 6: Rigby** **208 745-7781**
LHTAC: **1-800-259-6841** or **208 344-0565**		

Links:

Program Update Manual: http://itd.idaho.gov/newsandinfo/publications.htm

Professional Services Agreement Procedures (PSAP) Manual:
http://itd.idaho.gov/manuals/ManualsOnline.htm

Design Manual: http://itd.idaho.gov/manuals/ManualsOnline.htm

Consultant Services Web Site: http://www.itd.idaho.gov/design/cau/cau.htm

ITD Payment Portal: *https://apps.itd.idaho.gov/PayITD*

Federal-aid Essentials for Local Public Agencies (video):
http://www.fhwa.dot.gov/federal-aidessentials/

SECTION 300.00 - FUNDING SOURCES

The primary sources of Federal-aid funding open to the Local Public Agencies are:

- STP-Urban
- STP- Rural
- Bridge-Local
- Bridge-Off System
- Transportation Alternatives Program
- TP-Transportation Management Area Program
- Local Highway Safety Improvement Program

More detailed information on these and other funding sources can be found in the Program Update Manual available on the ITD website or on the LHTAC website.

Program Update Manual

http://itd.idaho.gov/newsandinfo/publications.htm

SECTION 400.00 – LPA FUNDING RESPONSIBILITIES

Local Federal-aid Highway projects have certain costs that are the responsibility of the Local Public Agency. The following is a summary of expenses the LPA may be responsible for, depending on the type of project and its funding requirements.

401.00 Administration Costs (typically $2,000 to $20,000). The Idaho Transportation Department cannot incur expenses off of the State Highway System. Therefore, an up-front fee is assessed at the time the State/Local Agreement for Project Development is signed to pay for administrative work performed by ITD and LHTAC. This expense for the LPA is credited toward the local match required on the project.

402.00 Consultant Billings for Project Development (PD). Consultant billings for project development are paid by the LPA prior to Federal-aid reimbursement. Most funding categories are eligible for Federal-aid reimbursement of project development costs. When eligible, reimbursement for the federal share of these costs can be made on a monthly basis, or can be applied as a credit to what the LPA owes on construction at the time the State/Local Agreement for construction is written. See Section 700.

403.00 Matching Funds. The Local Public Agency matching funds are typically a percentage of costs based on the Federal funding guidelines by program type or by agreement. These funds are required prior to project advertisement for bids. Most local projects have a funding ratio of 92.66% federal and 7.34% local. Some safety activities are eligible for 100% Federal-aid.

404.00 Maximum Federal-Aid. For LPA projects where there is a maximum Federal-aid award, the maximum Federal-aid will be identified in the state/local agreement. The LPA will provide a funding match and assume responsibility for all costs of the project over and above the Federal-aid limit.

405.00 Change Orders. At the time the project is advertised for construction, the LPA will be required to pay match for an estimated amount including change orders. If the funds obligated for change orders are depleted during construction, the LPA will be required to submit its share of costs for additional change orders, as they occur. If no more federal-aid is available, the LPA will be responsible for 100% of the additional change order costs.

State law prohibits ITD from carrying balances for LPA sponsored Federal-aid projects.

406.00 Maintenance. The LPA is expected to budget and pay for routine maintenance of Federal-aid funded projects. Failure to maintain completed projects may jeopardize future availability of Federal-aid funds.

SECTION 500.00 – AGREEMENT FOR PROJECT DEVELOPMENT

Once the project has been placed on the Idaho Transportation Improvement Program (ITIP), the Statewide Transportation Improvement Program (STIP), and both documents have been approved, project development is initiated when ITD and the LPA execute the State/Local Agreement for Project Development (SLA/PD). The Local Project Coordinator (LPC) or LHTAC will be the LPA's contact regarding the agreement. The agreement must be in place and funds authorized by the Federal Highway Administration (FHWA) before any costs are incurred on the project.

IMPORTANT NOTICE
Any costs incurred on the project prior to the authorization of funds by FHWA are not eligible for federal participation.
23CFR630.106(b)

501.00 Prepare State/Local Agreement for Project Development. The SLA/PD will be prepared through a combined effort of the LPC or LHTAC and the ITD Contracting Services Section. After the agreement is prepared, it is forwarded by the LPC or LHTAC to the LPA for signature. The LPA will return the signed agreement to ITD for signature, and a fully signed agreement is returned to the LPA.

502.00 Terms of Agreement. The agreement describes the responsibilities of ITD and the LPA, and provides for the amount of deposit required from the LPA to pay for the administration services to be provided by ITD or LHTAC in development of the project.

The agreement shall also state how the LPA will meet its match for the project. Any items intended for match but not specifically itemized in the agreement will not be accepted as match unless the agreement is later modified to include it as match.

Once the SLA/PD is signed by all parties, and the LPA has submitted their deposit, project development can begin.

Use the ITD payment portal when remitting funds that are owed:
https://apps.itd.idaho.gov/PayITD

SECTION 600.00 – OBTAINING CONSULTANT SERVICES

If preliminary engineering on a Local Public Agency (LPA) project will be accomplished without federal participation, the LPA must select the consultant following the procurement procedures described in Chapter 23, Title 67 of the Idaho Code. The ITD will not participate in the consultant selection process or agreement approval, but LHTAC will guide you through the process.

When an LPA sponsored project has any federal funding, certain consultant selection requirements are required as established in the State/Local Agreement for Project Development and the Professional Services Agreement Procedures (PSAP) Manual. These requirements meet the provisions of 23 CFR 172.

PSAP Manual is located at
http://itd.idaho.gov/manuals/ManualsOnline.htm

NOTE: The following guidelines are to be followed for all projects which receive any Federal-aid.

IMPORTANT →

In order to receive Federal participation in the costs of project development, Consultant Selection must be made using the approved processes identified in the Professional Services Agreement Procedures (PSAP) Manual.

601.00 – Request for Consultant Services. When the SLA/PD is signed, a request for consultant services can be initiated through the LPC or LHTAC. An ITD-2760, Request for Consultant or District Services should be completed by the LPC or LHTAC and sent to the Consultant Services Section for processing. The ITD-2760 must be approved prior to any contact with a consultant.

The ITD-2760 will include a general scope of work and an estimated cost of services. The scope of work should provide the framework for prospective consultants to understand the basic needs of the project. This general scope of work will be used by the consultant to prepare the Detailed Scope of Work.

602.00 - Determine Method of Acquiring Consultant Designer
(*Contact ITD or LHTAC for Assistance.*)

Qualification Based Selection (QBS) as described in 23CFR172 and the ITD Professional Services Agreement Procedures (PSAP) Manual is required for all Federally-funded bridge and highway projects. ITD will assist the LPA in securing the services of a consultant.

QBS procedures have specific guidelines which are outlined below. For more detailed information, contact your District LPC or LHTAC.

There are three federally approved methods of acquiring consultant design services:

- Qualification Based Selection through use of the pre-approved consultant list
- Direct Selection through use of the pre-approved consultant list
- Qualification Based Selection through individual project solicitation

Pre-approved List

ITD has a pre-approved list of consultants for all aspects of highway and bridge design of federally funded projects. This list is known as the **TERM AGREEMENT LIST** and is available from ITD's web site at http://www.itd.idaho.gov/design/cau/cau.htm . The Term Agreement List was produced following QBS procedures, and is therefore an allowed method of consultant selection. Use of the Term Agreement List requires choosing a consultant (in consultation with the LPC or LHTAC) from the list in the field of work described in the general scope of work using the guidelines in Section 603.00 of this Manual.

Individual Project Solicitation

An individual project solicitation can be used to hire the design consultant. This selection method entails advertisement of a Statement of Interest and/or a Request for Proposals, reviewing submittals, and making a selection. See Section 604.00 for information on this selection method.

603.00 – Select Consultant from ITD term agreement list. ITD's Term Agreement List may be used by the LPA to select a pre-qualified consultant to perform the desired professional services. There are two selection methods when using the Term Agreement: Request for Information (RFI) process and the Direct Select method. The Direct Selection Method can be used if the work to be performed by the Consultant will not exceed $100,000. This is a limit that cannot be exceeded. If the work is anticipated to be close to or exceed $100,000 and less than $500,000, then the RFI Selection Method must be used. The LPC or LHTAC will assist in the selection process.

See Section 600 of the PSAP Manual for more information regarding the Term Agreement Selection Methods.

604.00 – Individual Project Solicitation If work to be performed by a consultant will be close to or exceed $500,000, Qualifications Based Selection through individual project solicitation must be used. This method may be used for smaller projects, but the LPA is encouraged to use the Term Agreement for those projects.

See Section 300 of the PSAP Manual for detailed procedures for Solicitation and Selection.

There are several methods that can be used for individual project solicitations:

- Full Solicitation (Statement of Interest, Technical Proposals from top ranked firms, and Interviews)
- Technical Proposals and Interviews of the top ranked firms
- Technical Proposals Only

These three processes are explained in detail in Section 300 of the PSAP Manual.

ITD will prepare the solicitation in conjunction with the LPA, and will advertise and oversee the selection process.

605.00 – Selection Committee. A selection committee is appointed to review and rate the proposals. This selection committee should be comprised of the agreement administrator, a representative from the LPA, two or three subject matter experts, and the LPC or LHTAC. Consult with the LPC or LHTAC to arrive at a well-balanced selection committee. Optimum size is five members. In any case, the selection committee should not be composed of more than one elected official to avoid conflicts with the open meeting law.

606.00 – Advertising the Solicitation. When the solicitation is ready for advertising, ITD will publish it in the local newspaper and will also post it on the Consultant Services Web Page, located at http://www.itd.idaho.gov/design/cau/cau.htm .

The consultants must be given a reasonable amount of time (typically three weeks) to respond to the solicitation.

607.00 – Ranking of Design Firms. Using the rating criteria in the solicitation, each proposal is given a raw score for each criteria. The weighting factors are incorporated and the total score is tallied. The firm with the highest score is considered the most qualified firm to perform the services requested. All firms are ranked by qualification.

Each selection committee member should independently evaluate and rate each of the proposals. The committee chairman, as spelled out in the PSAP Manual, should then meet with the rest of the team to discuss the ratings and ranking of the consultants. If needed, a short-list of the top ranked firms can be identified and additional information can be requested or interviews held. The same information and/or interview questions will be asked of the top ranked firms.

Recommendations for the highest ranked consultant from the solicitation must be approved by ITD as specified in the PSAP Manual. Once approved, the consultant is notified that negotiations with their firm can begin.

All consultants are provided an opportunity for a debriefing session to discuss areas of improvement with their proposal.

608.00 – Negotiating the Agreement. The process for negotiating the agreement is identified in Section 400.00 of the PSAP Manual. Items to be negotiated include the scope of work, level of effort necessary to develop the project, fee, direct expenses, and schedule/milestones. The LPA will participate in the negotiations along with the LPC or LHTAC.

609.00 – Prepare Professional Agreement. Once negotiations are completed, the professional agreement will be written by ITD. The agreement shall include the negotiated scope of work, man-hours, cost estimate, and schedule. Also included will be the Consultant Agreement Specifications which are generic to all professional agreements. These specifications are provided by ITD. The LPA, consultant and ITD shall all be signatory to the agreement.

610.00 - Pre-Award Audit. A pre-award audit may be performed to insure that the Consultant has an adequate accounting system, that overhead rates conform to the Federal Acquisition Regulations (48CFR31), and that the Consultant is aware of documentation requirements.

611.00 - Agreement Executed. The agreement will be signed by all three parties, in the following order: Consultant, LPA, and ITD.

612.00 – Notice To Proceed. When the agreement has been signed by all parties, and confirmation of obligation of funds is made, the State will issue Notice to Proceed to the consultant. The Notice to Proceed is a written order to the consultant to begin the tasks described in the professional agreement.

613.00 – Pre-Operational Conference. After notice-to-proceed has been given, a pre-operational conference may be held. Attendees of this conference are the consultant, LPA, LPC or LHTAC, and a member of the Consultant Services Section. The purpose of this conference is to go over billing and payment procedures, and also to discuss administration of the agreement. It will be facilitated by ITD Consultant Services.

See Section 700 of ITD's Design Manual for information regarding development of local projects. The manual can be found at http://itd.idaho.gov/manuals/ManualsOnline.htm .

SECTION 700.00 – AGREEMENT FOR CONSTRUCTION

When plans for the project are completed and approved, the environmental document has been approved, the right-of-way has been secured, utilities are cleared, and railroad agreements obtained, the project is ready to be advertised for construction, ITD and the LPA must enter into a State/Local Agreement for Construction (SLAConst). The Local Project Coordinator (LPC) or LHTAC will be the LPA's contact regarding the agreement.

701.00 – Prepare State/Local Agreement For Construction. The SLAConst will be prepared through a combined effort of the LPC or LHTAC and the Contracting Services Section. It is forwarded by the LPC or LHTAC to the LPA for signature. After the agreement is signed by the LPA and is returned to ITD, along with the LPA's share of the costs, ITD signs the agreement and returns a fully executed original to the LPA.

702.00 – Terms of Agreement. The SLAConst describes the responsibilities of all parties during the construction phase of the project, and provides for the amount of deposit required of the LPA for their share of the estimated construction costs. Change Order costs are in addition to this deposit. The agreement will also take into consideration reimbursement of the federal share of costs for the completed project development phase which was programmed for federal participation. In the agreement, the LPA will designate an authorized representative to act on the LPA's behalf regarding action on change orders. The agreement will also address the LPA's maintenance responsibilities after construction is complete.

703.00 – Reimbursement for Project Development By Consultant. If reimbursement of the federal share of project development was requested by the LPA during the design of the project, then the LPA's share of those costs will be credited toward the match on the construction. If no reimbursement was requested, then the entire amount paid by the LPA will be credited toward the match. To receive reimbursement or credit, the LPA must furnish ITD with copies of all consultant billings, together with copies of corresponding payments by the LPA.

704.00 – Reimbursement For Project Development By LPA. In certain instances, project development performed by the LPA, and approved through form ITD-2394, can be credited towards the LPA match on the project. However, to receive credit, the LPA must furnish the LPC or LHTAC with a breakdown of actual costs of labor and other items expended to accomplish the project development. ITD will confirm the costs through an audit. Costs for these services that exceed the match required on the project are not eligible for reimbursement.

705.00 – Deposit Required. The LPA's deposit covering its share of the project costs, including estimated construction costs, is required prior to advertisement for bid. A worksheet will be provided with the SLAConst showing how the LPA's share is calculated. This worksheet takes into account all previous LPA payments and project costs. See the following page for a sample of a completed worksheet.

Use the ITD payment portal when remitting funds that are owed:
https://apps.itd.idaho.gov/PayITD

WORKSHEET FOR STATE / LOCAL CONSTRUCTION AGREEMENTS

Key No:	0
Project No:	0
Project Name:	0
Sponsor:	LPA
Description of work:	This project will …….
Date of State/Local Agreement for Project Development:	2/21/2007

		FEDERAL	LOCAL
TOTAL ESTIMATED COST OF CONSTRUCTION *Includes E&C*	$2,668,182		
APPROVED FORCE ACCOUNT WORK	$40,000		
PLUS PE BY STATE *(from 2101)*	$25,000		
PLUS PL BY LHTAC *(from 2101)*	$95,000		
PLUS PC *(from PC Agreements)*	$622,335		
MINUS ALL NON-PARTICIPATING	$0		
PARTICIPATING TOTAL	$3,450,517		
MATCH PERCENTAGES		92.66%	7.34%
PERCENTAGE AMOUNTS		$3,197,249.05	$253,267.95
MINUS FEDERAL MAXIMUM		$0	
ADD OVERAGE *(If Any To Local)*		3,197,249	$0
LOCAL SHARE OF CONSTRUCTION AMOUNT			*$253,268*

ADJUSTMENTS

PLUS ALL NON-PARTICIPATING (From above if work by contract)	$0
MINUS FUNDS ADVANCED BY THE SPONSOR FOR STATE PE *(from PD Agreement)*	$10,000
MINUS APPROVED FORCE ACCOUNT WORK *(From above)*	$40,000
MINUS PRELIMINARY ENGINEERING PAID BY LOCAL	$44,779

(If LPA has not rec'd reimbursement, use actual PC dollars paid by LPA)
(If LPA has rec'd reimbursement, use local match % of actual PC dollars paid by LPA)
(Amounts must be supported by District Records Inspector Audit)

CONSTRUCTION AMOUNT REQUIRED FROM SPONSOR AFTER ADJUSTMENTS	$158,489

Comments:

PREPARED BY: xxx Date:

SECTION 800.00 – ADVERTISE AND AWARD

When the SLAConst is completed and the LPA's share of the project has been paid, the Contracting Services section advertises the project for construction. The advertisement period is normally three weeks. Once the bids are opened, Contracting Services will proceed to award the contract to the successful bidder. Certain programs may have their own bidding requirements. Refer to the Program Update Manual relevant to the specific programs.

If, however, the low bid is more than 10% above the Engineer's estimate, ITD will contact the LPA to see if they want the project to be awarded, or not. If the LPA authorizes the project to be awarded, the LPA must pay its share of cost over-runs. Also, Idaho Transportation (IT) Board policy requires the low bid be justified before the contract is awarded if it is more than 10% above or 25% below the Engineer's estimate. After IT Board and LPA approval to proceed, it may be as long as one month before the contract is awarded.

If the LPA gives written notice that it is not in their best interest to go forward with the project which is more than 10% above the Engineer's Estimate, ITD will reject the bids and hold the project until notified by the LPA to modify or re-advertise.

SECTION 900.00 – CONTRACT ADMINISTRATION

The Code of Federal Regulations (23 CFR 635) requires that all projects funded with Federal-aid be constructed under competitive bid, and that construction shall be administered by ITD or its representative. LHTAC may be the appointed representative for certain funding sources.

901.00 Construction Engineering. Federal-aid projects require extensive inspection of the contract work and a considerable amount of contract administration that falls under the heading of Construction Engineering (CE). The cost of this construction engineering is significant enough to warrant attention during estimating project costs. When estimating the overall cost of the project, construction engineering costs are estimated at 15% to 25% depending on the type and size of the project. Contact the LPC or LHTAC for more information.

ITD acts as the contracting agent, and through a stewardship agreement with LHTAC, LHTAC assumes this role for most local agencies. LHTAC will assist the LPA in obtaining consultant construction engineering and inspection services. Certain projects may have their own requirements related to construction engineering. Refer to the Program Update Manual relevant to the specific programs.

The LPA may elect to perform the construction engineering (under direct oversight of an ITD or LHTAC supplied engineer) provided that ITD and FHWA agree that the LPA has fully qualified personnel capable of performing construction engineering.

902.00 – Contingencies. A contingency amount is included in the cost of construction to cover change orders. The amount is estimated at 5% of the construction costs, and match on that amount is included in the amount required from the LPA on the SLAConst.

903.00 – Final Local Match. Calculation of local agency match is based on total project cost including the CE and contingencies. The actual cost of CE and contingencies will be determined upon completion of the project. If the actual cost of CE is more than estimated, the local agency is required to provide additional matching funds for the overage. If the actual cost of CE turns out to be less than the estimated amount, the savings will be credited toward the LPA total matching funds. Final reconciliation of these costs should occur within three years after completion of the project.

904.00 – Force Account Construction. Force account construction is the direct performance of highway construction work by a state highway agency, county, a highway district, or a city through the use of labor, equipment, materials, and supplies furnished by them and used under their direct control. Work proposed to be done by force account shall be requested through ITD and may need FHWA approval.

In order to perform work by force account, the agency must first show that this method is more cost effective than doing the work by contract, or that an emergency exists. This can be done by completing form ITD-2395, Request for Federal-aid on No-Bid Items of /Work (Force Account). This form requires a Cost Effectiveness Analysis of the work to be performed showing a comparison of the costs of completing the work by the agency to the costs of completing the same work by contract. Obviously, much of this will have to be estimated, but the method of making this estimation needs to be reasonable and clearly explained. This form must be completed in

sufficient detail to provide a compelling argument that completion of the work by force account will be the most effective means of utilizing Federal-aid funds. Eligible force account work will be included in the cost of the project and then credited towards the local match. (See the Worksheet for State/Local Construction Agreements in Section 700 of this manual.) When the force account work is completed, the agency must submit actual costs, including the costs of material, direct salary, payroll burden, and other direct costs, or on an agreed unit price basis for audit by the State.

Contact your Local Project Coordinator or LHTAC for more information regarding force account work.

905.00 – Construction Change Orders. For projects administered by ITD, construction change orders will be submitted by ITD to the LPA for their concurrence. For projects administered by LHTAC, construction change orders will be processed as shown in the Stewardship agreement between LHTAC and ITD. In all cases, the LPA is required to give their approval as soon as possible, but no later than ten (10) calendar days after receipt of the change order. See Section 104 of the Contract Administration Manual for more information.

906.00 – Project Acceptance. There will be a final inspection of the project made by ITD before the project is accepted on behalf of ITD and the LPA. The LPA will be notified of the inspection and may make separate inspection or attend the inspection with ITD. ITD will document acceptance of the project on behalf of the LPA, and furnish the LPA with a copy of the acceptance letter. For projects administered by LHTAC, a final inspection is to be held with LHTAC and the LPA to agree the project is complete. LHTAC will accept the project on behalf of ITD and the LPA. LHTAC will document acceptance of the project and furnish a copy of the acceptance letter to ITD and the LPA.

SECTION 1000.00 – PROJECT CLOSURE

Project(s) should be closed out promptly following construction activities. The District Records Inspector or LHTAC will coordinate with the LPA sponsoring the project to finalize project closure in a timely manner.

ITD will conduct a final cost accounting of the project, which will reconcile eligibility for federal reimbursement with the costs recorded in the project program. The District Records Inspector will submit a report of expenditures, and a report of completion that will include materials certification, a final invoice, detail of final estimate, change order summary, and any contractor claims.

The final cost accounting will determine if overpayments must be recovered from the LPA, or if final reimbursements are due to the LPA. If a balance is owed the LPA, the LPA may choose to have the money reimbursed by check, or applied to another active project.

FHWA regulations require that project records and documentation be maintained for at least three years after the final cost accounting.

SECTION 1100.00 – LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

Consultation and coordination between the Local Highway Technical Assistance Council (LHTAC) and ITD is a formal partnership in which personnel interact on a regular basis. It is important to note that LHTAC is not subject to the administrative or management control of ITD, but is a separate independent agency. LHTAC was established in 1994 by Idaho Code 40-2401. The LHTAC Council consists of 9 members representing the Association of Idaho Cities, Idaho Association of Counties, and the Idaho Association of Highway Districts.

LHTAC is a Public Agency and represents all of the cities, counties, and highway districts in Idaho, regardless of their membership in one of the Associations. LHTAC's mission is to "Advocate. Support. Train." LHTAC develops uniform standards and procedures for highway maintenance, construction, operation and administration; makes recommendations to the ITD Board for the distribution and prioritization of federal funds for local highway projects; and assists the Legislature by providing research and data relating to transportation matters affecting Local Highway Jurisdictions within the state. LHTAC represents its member jurisdictions in conferences, meetings, and hearings relating to highway and street subjects affecting Local Highway Jurisdictions; maintains and disseminates information from other states as to similar activities that would affect the local highway jurisdictions in Idaho.

LHTAC has a stewardship agreement with ITD to enable them to administer Federal-aid projects for the LPA. In most cases, LHTAC will administer the project for ITD.

In addition, LHTAC has the ability to cooperate with and receive and expend aid and donations from the federal or state governments, and from other sources for the administration and operation of the Council. When authorized by the participating local jurisdiction, LHTAC may act for that local jurisdiction through a joint exercise of powers agreement with any other local jurisdiction and any agency of the State of Idaho, or any agency of the federal government.

LHTAC Contact Information

1-800-259-6841
1-208-344-0565

SECTION 1200.00 – COOPERATIVE AGREEMENTS

Local Public Agencies having control of a highway jurisdiction encompassing a portion of the State Highway System may request State Aid in making improvements to that section of the State Highway and approaching streets. If the State and the LPA mutually agree that it is in the public interest to construct the proposed improvements, and funding is available, then the State will enter into a Cooperative Agreement with the LPA.

The purpose of the Cooperative Agreement is to set the terms and responsibilities for design, construction and maintenance of the proposed improvements, and provides for the amount of cost sharing between ITD and the LPA.

Inclusion into the State Transportation Plan and approval of funding is subject to change based on State funding priorities, although emphasis is given to projects with high local participation.

The agreement will be prepared through a combined effort of District personnel and the Headquarters Contracting Services Section. District personnel will forward it to the LPA for signatures.

The LPA's deposit covering their share of the project costs is required at the time the agreement is signed or as agreed to by the State. Significant adjustments in costs (over $1,000.00) will be discussed with the LPA as they occur, with agreement amounts revised as necessary.

After the agreement is signed by the LPA and is returned to ITD along with the LPA's share of costs, ITD signs the agreement and returns a fully executed original to the LPA.

SECTION 1300.00 - ACRONYMS USED IN THIS GUIDE

CE	-	Construction Engineering
CFR	-	Code of Federal Regulations
FHWA	-	Federal Highway Administration
IT Board	-	Idaho Transportation Board
ITD	-	Idaho Transportation Department
LHTAC	-	Local Highway Technical Assistance Council
LPA	-	Local Public Agency
LPC	-	Local Project Coordinator
MPO	-	Metropolitan Planning Organization
NHS	-	National Highway System
PD	-	Project Development
PE	-	Preliminary Engineering
PSAP	-	Professional Service Agreement Procedures Manual
QBS	-	Qualification-Based Selection
ITIP	-	Idaho Transportation Improvement Program
STP	-	Surface Transportation Program
STIP	-	Statewide Transportation Improvement Program