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## SECTION 700.00 – LOCAL PUBLIC AGENCY PROJECTS

### 710.00 – PROGRAMMING A LOCAL PROJECT

A local public agency (LPA) project is initiated when the LPA officials submit their request for a federal-aid project to the district. The request must include an [ITD 2435](#), Local Federal-Aid Project Request, An Evaluation Charter, a vicinity map, an [ITD 1150](#), Cost Summary Sheet, and a cover letter explaining other details.

The district shall review and evaluate the submitted request to ensure that the project is eligible for federal aid. A field review may be conducted by interested parties. The field review may be held after the project is programmed, unless it is believed the field review might affect eligibility for federal aid.

Projects that are eligible for federal aid will be submitted to the Office of Transportation Investments by the district for scheduling and development of the comprehensive program. Once the project request is approved and placed on the five year program, and prior to any development, a State/Local Agreement for preliminary engineering shall be prepared. (Refer to [the Guidelines for Local Public Agency Projects for more information.](#))

### 715.00 – PROJECT DEVELOPMENT CONTROLS

The district reviews and reports status on all local public agency projects, excluding Local Highway Technical Assistance Council (LHTAC) administered projects. The district shall request LPA official representation in addition to their engineer at the pre-operational, preliminary, intermediate (as needed), and final design reviews. A written letter or report is required for documentation for each review, even if a formal review is not held. When independent reviews are made (such as by Bridge, DMC and/or Resource Center, Right of Way and/or Traffic), project review reports shall be provided to all interested parties. Project reviews may be held at the district office, unless specified elsewhere, and should include a field inspection. Plans and other submittals requiring reviews must be submitted to the district.

The district coordinates with the appropriate sections and sets the review date to meet the schedules of all interested parties. Complete all reviews within thirty (30) days from the time the plans are received. The district will make the transmittal to the involved sections. The LPA and the district must be knowledgeable of the status on all phases of project development. The following is a chronological list of required and optional reviews for locally sponsored projects:

- Consultant Selection Meeting (Optional)
- Negotiation Meeting (Required - When federal-aid funds are used for preliminary engineering)

- Pre-Operational Conference (Required - Discuss alternative designs)
- Charter Preparation/Approval (Required - With design standards & exceptions)
- Preliminary Design Review (depends on type of project, may be required)
- Pre-Hearing Meeting (Optional)
- Public Hearing or Waiver (depends on type of project)
- Design Approval (Required)
- Intermediate Design Review (Optional)
- Soils Profile & Materials Review (depends on type of project, may be required)
- Final Design Review (Required)
- PS&E Submittal (Required)

## **720.00 – PRE-OPERATIONAL CONFERENCE**

The sponsor's engineer, whether on staff or retained, shall request a pre-operational conference. The district shall conduct the conference. Attendance will be the LPA sponsor, the engineer, appropriate district personnel, and other ITD representatives as appropriate. Attendance by District or HQ R/W personnel on any projects requiring additional right of way activities is recommended. The purpose of the pre-operational conference is to discuss project funding, design standards, procedures, future activities, responsibilities of the parties, and the regulations to be met in project development. Discussions shall cover as much detail as possible, depending upon the type of project and the scope of work involved (i.e., project charters, environmental evaluation and report, grading, drainage, base, paving structures, traffic controls, right of way, etc.).

Before the conference is held, design information such as project number, present and future average daily traffic, and the percentage of commercial traffic should be obtained from ITD. Traffic data will be provided by the sponsor for off state system routes.

The following items, along with other applicable items, should be discussed when the sponsor's engineer is a consultant. More information on Consultant selection can be found in the [Professional Service Agreement Procedures](http://www.itd.idaho.gov/manuals/ManualsOnline.htm) found at <http://www.itd.idaho.gov/manuals/ManualsOnline.htm>.

- The terms of the engineering agreement.
- Project funding and construction scheduling.
- Any applicable planning studies.

- Environmental considerations and requirements. Provide and explain [charter](#), required environmental documentation and [23 CFR 771](#). The explanation should include discussion of archeological, historic, and cultural resources; Department of Fish and Game clearances; wetlands; prime and unique land encroachments; threatened and endangered species; and flood plain encroachments.
- Applicable design standards. ( Project [Charter](#), Alternate Solutions and Costs, should be completed and must be signed by the sponsor and ITD prior to a request for a preliminary design review.) Exceptions that do not meet standards must be submitted for approval as shown in [Section 330](#) Design Exceptions. The charter submittal shall include the following:
  - Proposed roadway width versus approved standards,
  - Traffic volumes,
  - Vertical and horizontal alignment if there are anticipated problems or design exceptions,
  - Proposed railroad protection (if applicable),
  - Planned traffic control devices,
  - Provisions for pedestrians and bicycles,
  - Accident history and analysis, including high accident locations and proposed improvements to reduce accidents, and
  - Cost-effective analysis (Alternate Solutions and Costs).
- Alternate Solutions and Costs. An alternate solution and costs study is not needed on all projects, but should be done when controversy exists and problems of design need attention.
- Utility adjustments. The consultant should notify their district project contact in writing of the utilities within the project as soon as they are known. The district shall then write letters of introduction to the utility companies so the consultant can work directly with the companies ([Figure 7-1](#)).
- Requirements for the preliminary design review.
- Hearing requirements and procedures. If necessary, distribute examples illustrating the types of material required. Explain the hearing advertising sequence required and the relationship to environmental reports.
- Design study reports and requests for location/design approval.
- Item identified on the checklist for briefing LPA's per Right of Way Procedures Handbook – Section 700.

- Soils profiles and materials information requirements. Discussion shall define which organization shall do the materials testing, the number of samples to be taken and sent to the district if testing is to be done by ITD, and the costs involved. The appropriate section(s) in the Materials manual shall be followed as a guide for preparing the applicable materials reports.
- Highway projects that will impact waterways, wetlands, flood plains, etc. have numerous considerations that must be reviewed and approved. An [ITD 210](#), Hydraulics Structures Survey, will be completed and approved. The ITD 210 may be submitted to the Hydraulics Engineer in the Resource Center for review of culverts with a diameter of 5 feet or larger, and for all bridges. The Hydraulics Engineer is also available for review of all unusual and complex hydraulic designs such as river modeling, inverted siphons, energy dissipators, storm sewers, detention/retention facilities, pump stations, etc. Additional hydraulic specifications are in [Appendix B](#). Refer to this data whenever necessary.
- Flood evaluation report. Approvals of the Department of Water Resources and the U.S. Army Corps of Engineers for the Water Resource and 404 Permits are required. A Floodplain Development Permit must be obtained from the community (city or county) for any encroachment in a 100-year floodplain, and accompany the [ITD-210/ Hydraulic Report](#) submittal.
- Railroad encroachments and crossings.
- Public road and private approach connections.
- Other special clearances such as airports.
- Traffic control plans for construction including detours, pavement markings, signing, and barriers.
- Permanent traffic control plans including pavement markings, signs, and traffic signals.
- Structures and layout.
- Federal aid on work by local forces (Force Account).

During the discussions, the sponsor's engineer shall be made aware of various manuals published by ITD that are to be used and followed during project development and shall make reference to various sections when applicable.

A pre-operational conference report with suggestions, discussions, and requirements covered at the conference shall be prepared by the district and distributed to the attending parties.

## **725.00 – PRELIMINARY DESIGN REVIEW REQUIREMENTS**

In addition to the preliminary design review requirements for all projects as outlined in [Section 300.00](#) of this manual, LPA reviews shall include any comments from the local sponsor or its engineer. These comments shall be made a part of the review report and copies of the report shall be furnished to all in attendance.

## **730.00 – MATERIALS/SOILS PROFILE REVIEW (DISTRICT & DMC and / or resource center)**

A materials and soils profile review, if required, shall meet the requirements as outlined in the Materials manual and will be held at the district, unless specified elsewhere. The review should include a field inspection. In addition, the following shall be covered in the review:

- The soils profile, tentative soils report summary, information on proposed sources, and proposed special provisions for materials.
- The requirements for each phase report shall be reviewed in detail. The district will retain a copy of the reviewed checklist for use with the final design and PS&E submittals.
- District Materials shall be responsible for writing and distributing the meeting report.

Figure 7-1

**IDAHO TRANSPORTATION DEPARTMENT**  
**P.O. BOX 7129 BOISE, ID 83707-1129 (208) 334-8000**

Date

Name of Person

Title of Person

Name of Company

Mailing Address of Company

City, State Zip Code

RE: Project No. ----, **Highway, Project Name**, ---- County

Key No. ----

Dear (**Name of Person**):

The Idaho Transportation Department intends to **describe project and location, including mileposts**. Present scheduling indicates the project will be advertised for construction this **spring-summer-fall/in 20--**.

The consulting firm of **name** is developing the project design. A representative from the consulting firm will be contacting the company regarding utility facilities located within the project limits. Please furnish the consultant with requested information. Your company's preliminary engineering costs covering the preparation of plans and the estimates of cost covering utilities to be removed, adjusted or relocated at state expense will be eligible for federal participation after the date of this letter. If utility removal, adjustment, or relocation is at company expense, Federal participation is not available and preliminary engineering costs will be at company expense. A field review will be arranged if requested. The company will be provided with additional information in the future after the existing utility facilities are identified, located, and the impact by the proposed project on these facilities is determined.

Please contact me at **telephone number** if there are any questions.

Sincerely,

**Name**

**Title or Section**

Attachments: one set of plans

bcc: **appropriate distribution**

RD

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## 735.00 – FINAL DESIGN REVIEW

The following items are in addition to the final design review requirements for all projects as outlined in [Section 400.00](#) of this manual:

- **Public and Private Approach Connections:** Are the approaches safe as designed and do the plans correspond to the sponsor's arrangements for right of way acquisition, including the right of way, design, and quantities of the approaches? Do plans show which, if any, approaches are to be surfaced and to what width and design?
- **Easements:** Do plans indicate and will the sponsor acquire necessary easements for construction outside the normal right of way limits, such as for ditch moves, channel changes and approaches that may extend into private property, etc.?
- **Utility Facilities:** Have the necessary utility adjustments been adequately discussed, including an estimate of cost and a utility agreement when utility adjustments are to be made at the sponsor's expense? Will or has the sponsor arranged for necessary utility adjustments as soon as the right of way is acquired?
- **Structures:** Does the design proposed for irrigation canal crossing structures have the approval of the canal-owning agency? If originals are not signed by the canal agency, copies of correspondence approving the design should be obtained for documentation.
- **Materials:** Are all necessary materials sources located, tested, and approved? Have copies of borrow permits or free use permits (public land) been furnished to show the right to use the materials sources, including access? If not, has the sponsor or consultant been informed of the requirements in this respect?
- **Old Road Abandonments:** Are abandoned sections of relocated roads to be obliterated, abandoned in place, or retained in use and do local officials concur with the proposed actions?
- **Non-Federal Participating Items:** Are they marked on the Preliminary Estimate of Cost and listed in the Roadway Summary?
- **Work by Local Forces:** Include in the preliminary cost estimate a record of work performed for federal participation with a request for Local Force Account Work ([Subsection 460.03](#)).

The final design review plans shall be distributed to all district sections determined to be involved, including the Resident Engineer and HQ SME's as determined necessary for review and comments prior to the final design review being held.

During the final design review, a plan-in-hand field review to check constructability and maintainability is required. This field review will be attended by the district project contact, , or a delegate, the Resident Engineer, or a delegate, the consultant, and the sponsor (if the sponsor chooses to attend), and others (including the FHWA Operations Engineer) as invited.

During winter months, the final design review may have to be delayed until an adequate field review can be held.

## 750.00 – RIGHT OF WAY PLANS

In accordance with the procedures required by FHWA in enforcement of Title II and Title III of the U.S. Code (P.L. 91-646), ITD must certify the right of way for all federal-aid projects. FHWA regulations require that local federal-aid projects contain the same right of way information on the plans as is required for state federal-aid projects (see [Section 415.00](#)).

For project Right of Way Certificates, see [Section 415.90](#).

Projects that require additional right of way or easements shall comply with the following procedures to obtain federal-aid for construction, regardless of whether or not federal-aid is used for right of way acquisition:

- As outlined in the Right of Way Procedures Handbook - Section 700.
- Preparation and submission of right of way plans for these projects shall meet the same requirements, as for all projects, when submitted for "Official Right of Way Plans" (see Right of Way Plans in [Subsection 415.10](#) of this manual).
- A copy of all field survey data that was needed to establish existing right of way lines or property line intersections with the new right of way line shall be maintained on file and shall be available to resolve discrepancies.
- Right of way **appraisals cannot proceed** until Environmental approval has been given and Official Right of Way Plans have been received by the district and transmitted to the LPA/local sponsor. Acquisition of right of way cannot begin without the plans having been stamped Official Right of Way Plans and receipt of notification of funding approval.

The sponsor's engineer will submit the right of way package to the district for review and approval.

After review by the District, the right of way package will be transmitted to Headquarters Right of Way for review.

Following the review by Headquarters Right of Way, the right of way package will be transmitted back to the District.

The district will approve and stamp as Official Right of Way Plans and transmit the right of-way package to the local sponsor with authorization to proceed with the approved activities.

Regular submittal of the [ITD-2161](#), Monthly Status Report Form, will begin at this time.

## **760.00 – PS&E**

Projects prepared by consultants for local public agencies through the district or through LHTAC shall meet the same PS&E requirements as all other projects. See [Section 900 Plans Specifications and Estimates](#). For projects administered through LHTAC, they will perform the work shown to be by the district in section 900. The Resident Engineer will get a PS&E package for review during the project PS&E Review on all projects.

## **770.00 – CONTRACT ADVERTISING SUBMITTAL**

Projects prepared by consultants for local public agencies shall meet the same advertising requirements as all other projects. In addition, a check shall be made with the sponsor to assure that all right of way has been acquired or stipulated and that utilities will be moved in advance of construction, unless otherwise provided in the plans and specifications.

## **780.00 – CONSTRUCTION (STATE/LOCAL) AGREEMENT**

All local projects that are submitted for advertising must have a signed Construction Agreement and the local public agency's matching funds for construction prior to obligation of construction funds (see [Section 900 of the Guidelines for Local Public Agency Projects](#)).

## **785.00 – PROJECT QUALITY EVALUATION**

Quality of the consultant's engineering design will be evaluated by the districts and reported to the sponsor. An [ITD 2759](#) Consultant Services Performance Evaluation will be completed by the district after the project development process is complete. An [ITD 767](#), Project Quality Evaluation, will be completed by the Resident Engineer after completion of the construction. Both forms shall be provided to the sponsor and the consultant.

## **790.00 – PROJECTS NOT ON THE HIGHWAY DEVELOPMENT PROGRAM**

Local public agency projects that are not on the Highway Development program, but are being developed by the LPA sponsor or consultants will follow these procedures:

- The district and headquarters sections will continue to review these projects as requested by the sponsor.
- When the final design is complete, the project documents will be retained by the sponsor until the year the project is programmed for construction. This will eliminate the need to return project document to the sponsor (or the consultant) for updating at the time of the contract advertising review.
- As per federal regulations, projects that receive federal funding must be advanced to the right of way (ROW) purchase or construction within ten (10) years of obligation for preliminary engineering. Projects that advance to the ROW phase must advance to construction within twenty (20) years of ROW obligation. If this is not done, the federal funds that have been received must be returned.
- Before all of the funds deposited by the sponsor are exhausted for review of the projects, additional funds must be requested and received before any increase in the work authorization can be requested

## 795.00 – LOCAL PROJECT ADMINISTRATION

### General

When a project is located on a street or highway over which ITD does not have legal jurisdiction, or when special conditions warrant, ITD may allow the LPA having jurisdiction to perform the work under the direction of ITD with concurrence from FHWA. Concurrence from FHWA will be accomplished by entering a note on the Project Authorization and Agreement (form [ITD-2101](#)) indicating that the project will be locally administered. Under unusual circumstances prior concurrence may be necessary and will be requested by letter.

ITD has responsibility for the construction of all federal aid projects in accordance with 23 CFR 635.105. ITD will provide a State engineer to be in responsible charge for all projects including local jurisdiction projects. The local public agency must be adequately staffed and equipped to undertake and satisfactorily complete the work; and in those instances where a consultant is used for construction engineering services, the local public agency must provide an employee of the agency to manage the project.

ITD, in general, only allows local administration of federal contracts when the work is not standard highway construction or it is off of the federal-aid system. Conditions where this may be desirable are; specialty work such as historical restoration, architectural in nature, items ITD specifications do not cover, work is of a nature that it would be beneficial to attract specialty contractors who would not normally monitor ITD bid lists or where our standard contracting agencies would not be suited to perform the work.

### Pre-Award

The project is developed following state procedures for federal-aid projects including environmental & right of way requirements.

ITD will review and approve all PS&E's prior to advertisement. The State Design Engineer will sign the 2101 for LHTAC projects certifying that the required milestones have been met to obtain Federal Aid for the projects. The district will do the same for all other LPA projects.

The advertisement follows the provisions of [Section 900](#) in the ITD Design Manual including all Federal requirements (EEO, DBE, Davis Bacon, etc.)

Addenda shall be reviewed and approved by ITD.

### Contract Administration

ITD must concur in the award prior to execution of the contract.

Contract administration follows the provisions of the [ITD Contract Administration Manual](#).

Materials testing and acceptance will be in accordance with the ITD Materials Testing Requirements unless provided for in the project specifications.

Project documentation will be retained by ITD on LPA projects, however on LHTAC projects the documentation will be retained by the LPA.