



Introduction to Worksheet Activity

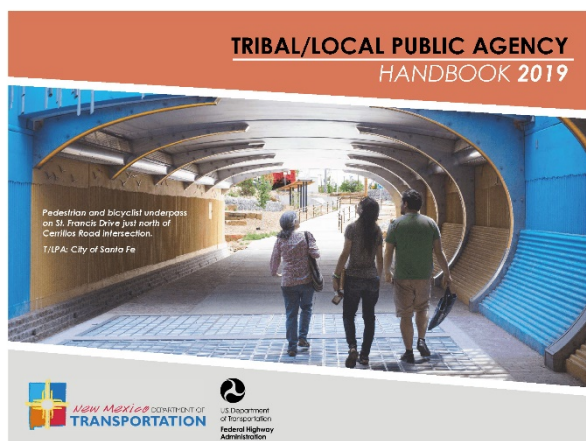
A worksheet has been created for each Chapter of the T/LPA Handbook to help aid in the training and understanding of how to effectively use the T/LPA Handbook for your individual projects.

The worksheets are not intended to be comprehensive of all requirements and action items included in the T/LPA Handbook. They are created to provide you an opportunity to work through some of the key issues and encourage familiarity with the overall content and structure, as well as the associated forms required.

An **Example Project** has been provided for the workshop, so please complete the worksheets as if you were initiating the *Example Project* for your agency. Develop assumptions supporting the *Example Project* with perspective from your own community. Feel free to modify the *Example Project* to make it more relevant, if necessary, just make note of the modifications as you complete the worksheets.

Some Chapters require the completion of NMDOT forms. If such forms are referenced in the Chapter worksheets, please request electronic access or request paper versions in the workshop so you can complete them for the *Example Project*.

Do your best with the answers. Most importantly, this is an exercise to give you an opportunity to use the revised T/LPA Handbook with NMDOT staff in the room to guide you through the process.



Example Project: Happy Town, New Mexico

Project Details

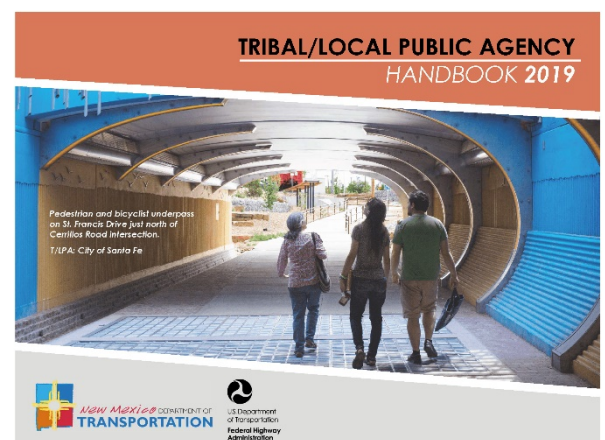
The existing Sunshine Drive is being studied to consider improvements to address operations, safety, drainage, multi-modal use, and improve economic development.

Currently, the corridor is a four-lane roadway with an undefined dirt shoulder, poor drainage, no bicycle or pedestrian facilities, a potentially dangerous 4-way stop controlled intersection, and no access control. There is enough ROW to make modifications but there may be some small ROW acquisitions and/or temporary construction permits required as it relates to the installation of curb and gutter and the associated driveway/access control improvements.

No property acquisition is required; however, TCPs and/or CMEs may be required. There may also be some mailboxes and front yard fences within the ROW.

Corridor modifications are expected to include the following:

- ADA-compliant curb and gutter
- ADA-compliant ramps
- ADA-compliant sidewalk on both sides
- Bicycle lane and/or multi-use trail
- New signal, if warranted



Chapter 1: Transportation Planning

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop. The following questions are aligned with Figure 3 of the T/LPA Handbook.



Based on your NMDOT District, Local Public Agency, or Tribal Entity would the "Example Project" be located within an MPO Planning Area? (Yes / No)

Have you coordinated with the MPO or RPO, whichever is appropriate? (Yes / No)

Who is your point of contact?

What are your funding options/sources?

Who has been assigned as Responsible Person in Charge for the Project?

Do they understand their responsibilities? (Yes / No)

Have you held a feasibility meeting?

Who was invited?

Did you complete the Project Feasibility Form (PFF)? *(please request form)* (Yes / No)

What is your total cost estimate?

Do you have the matching funds allocated? (Yes / No)

How much?

Do you have a resolution/letter for the matching funds? (Yes / No)

Do you have a phasing plan? (Yes / No)

Do you have a well-defined scope? (Yes / No)

Does this project align with your ADA Transition Plan? (Yes / No)

Have you obtained input from the NMDOT Environmental Bureau through the Region Coordinator? (Yes / No)

Did you complete the Project Prospectus Form (PPF) *(please request form)* (Yes / No)

Do you have all your project phases with associated costs defined? (Yes / No)

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.

Chapter 2: Agreements

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.



Have you received the NMDOT Award Letter? (Yes / No)

Who is the T/LPA Person in Responsible Charge?

What are the funding sources?

Did you complete the Agreement Request Form (ARF)? *(please request form)* (Yes / No)

Is the project in the STIP? (Yes / No)

Assuming the design of the "Example Project" is in the STIP and programmed for FFY2020, what is the deadline (date/year) for submittal of the ARF?

Assuming construction of the "Example Project" is in the STIP but programmed for FFY2021, what is the deadline (date/year) for the submittal of a complete PS&E package?

Have you provided all the necessary information to complete a Cooperative Agreement? (Yes / No)

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?
If you aren't sure, please look at Figure 2 of the T/LPA Handbook.

Chapter 3: Procurement

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.

Assume the Example Project will exceed \$60,000 in consultant fees, so a small purchase procurement process is not applicable, and a competitive negotiation is required.



Do you have an on-call engineer or do you want to issue a Request for Proposals (RFP)?

If using your on-call engineer, have you requested approval from the Region Coordinator so that you can issue a task order? (Yes / No)

If doing an RFP, have you had the Region Coordinator review it before issuing it? (Yes / No)

Do you have an executed Cooperative Agreement in place? (Yes / No)

Prior to evaluating the proposals received, did you complete an independent cost estimate (ICE) for the proposed project? (Yes / No)

What is the total value?

Using the comparison of the ICE and your consultant cost estimate, were you able to negotiate a scope/fee and with the consultant? (Yes / No)

What payment method did you choose?

Were you able to schedule an orientation meeting with the consultant within 7 days of the NTP? (Yes / No)

Who was invited to the orientation meeting?

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?
If you aren't sure, please look at Figure 2 of the T/LPA Handbook.

Chapter 4: Project Development

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.



Who is the Person in Responsible Charge?

Based on the cost estimate agreed upon in Chapter 3, do you have enough funds to support the cost of the project while awaiting reimbursements for the federal portion after the project is complete? (Yes / No)

Do you have your PFF and PPF available, and the additional information needed to complete the Scoping Report? (Yes / No)

Have you submitted the Scoping Report and received approval from the Region Coordinator before moving on to Preliminary Design? (Yes / No)

Have you completed the Design Review Meetings for 30%, 60%, 90%? (Yes / No)

Who was invited to the Design Review meetings?

Prior to the 90% Design Review did you confirm whether you do or do not need additional funds based on the original cost estimate and scope? (Yes / No)

Note: The 90% Design Review is the deadline for requesting additional funds.

Since the *Example Project* proposes the installation of new curb ramps and sidewalks were you able to maintain ADA compliance or do you need an ADA design variance?
(Yes / No)

If requesting an ADA design variance, what is the valid reason to support the request?

Are there any specific products that may require a Public Interest Finding? (i.e. special street lamps, sidewalk paver, ?)

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?
If you aren't sure, please look at Figure 2 of the T/LPA Handbook.



Chapter 5: Environmental

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.

Through your Region Coordinator, do you have input from the NMDOT Environmental Bureau on your project? (Yes / No)

All T/LPA's must complete a Level of Effort (LOE) form. Have you completed and submitted your LOE form? (please request form) (Yes / No)

Are you aware of any potential impacts under the three environmental certification processes required?

- Hazardous materials (Yes / No)
- Cultural resources (Yes / No)
- National Environmental Policy Act (NEPA) (Yes / No)

Does the response from the Environmental Bureau on the LOE form indicate further environmental investigations are needed? (Yes / No)

Do you have an environmental consultant under contract? (Yes / No)

Have you established a project Purpose and Need? (Yes / No)

Can you summarize the purpose and need?

Do you have a clearly established project footprint? (Yes / No)

Required Certification

Does the project scope include any of the 3 Hazardous Materials conditions identified in the T/LPA Handbook? (Yes / No)

Note: If not, then the T/LPA may complete an ISA Determination Letter.

Are there any structures older than 45 years within or near the project site? (Yes / No)

Note: Even vacant land can have cultural resources on it, so this environmental certification almost always requires a qualified consultant.

Did the Environmental Bureau indicate that a NEPA document is required? If so, what type of NEPA document did they request?

Note: The NEPA documentation incorporates the hazardous materials and the cultural resources and always requires a qualified consultant.

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.



Chapter 6: Right of Way

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.

Are you familiar with the most current version of the NMDOT ROW Handbook? (Yes / No)

Is your project expected to have any ROW activities? (Yes / No)

- Total property acquisition? (Yes / No)
- Partial acquisition? (Yes / No)
- Construction Maintenance Easement (CME)? (Yes / No)
- Temporary Construction Permit (TCP)? (Yes / No)

Note: All types of ROW activities and must follow the NMDOT ROW process

Do you have ROW impacts? (Yes / No)

Are there any encroachments within the project area? (Yes / No)

Have you discussed potential ROW impacts and issues with the Region Coordinator?
(Yes / No)

Do you have ALL ROW funds included in the STIP? (Yes / No)

Do you have the environmental certification completed for your project? (Yes / No)

Note: The environmental certification is needed prior to the ROW certification.

Required Certification

How many months do you have to complete the ROW certification?

Will this be enough time to meet schedule requirements for this project identified in Chapter 2? (Yes / No)

Note: The timeline in Chapter 6 is for CMEs and TCPs only, more time will be needed for property acquisition.

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.



Chapter 7: Utilities

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.

What utilities are located within the project corridor?

Do the proposed improvements cause conflicts with those utilities? (Yes / No)

Have negotiations begun for any required conflicts and/or relocation of utilities?
(Yes / No)

Do you have in-house staff to do utility coordination? (Yes / No)

Or, is your consultant doing this work? (Yes / No)

Have all conflict letters been received by the utility companies? (Yes / No)

Who is responsible for verifying this?

How many days before PS&E must the utility certification request be sent to the Region Coordinator?

Does the project require utility relocations? (Yes / No)

Are the utility relocations most likely *Reimbursable* or *Non-Reimbursable*?

Note: *Reimbursable* is when the project funds the relocation. *Non-Reimbursable* is when the utility companies fund the relocation.

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.



Chapter 8: Railroads

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.

Is there a railroad within or adjacent to your project site? (Yes / No)

Does your project include the type of activities that are expected to require railroad coordination as represented in Chapter 8? (Yes / No)

If so, have you initiated coordination with the railroad company with support from the Region Coordinator? (Yes / No)

If there are no railroad impacts anticipated, have you initiated a railroad certification request letter which clearly demonstrates that position? (Yes / No)

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.



Chapter 9: Intelligent Transportation Systems

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.

As determined in Chapter 1, is the Example Project within a MPO Planning Area (Yes/No)

Are you comfortable with which ITS Architecture applies to your project, as it relates to your location? (Yes / No)

Does your project have any ITS elements? (Yes / No)

What are they?

Have you reviewed the ITS Checklist? (*please request form*) (Yes / No)

Note: Please complete the appropriate sections for the level of ITS associated with your project, only Section 1 for those projects without ITS elements.

Have you scheduled your PS&E? (Yes / No)

Have you submitted the ITS checklist to the Region Coordinator within the appropriate timeline? (30 calendar days prior to the anticipated PS&E) (Yes / No)

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.

Chapter 10: Advertisement and Award

Complete this worksheet as if you were initiating the T/LPA
"Example Project" presented for the workshop.



How many days did you advertise your project? And, How?

Have you sent copies of the advertisement to the Region Coordinator? (Yes / No)

Does your project have a DBE goal? (Yes / No)

Did you allow for an in-state, Indian, or veteran's preference? (Yes / No)

Did you confirm that all bidders are NMDOT-approved contractors and have all the bids been reviewed by the Region Coordinator? (Yes / No)

Have you notified the low bidder in writing? (Yes / No)

If the low bid amount is over the agreement amount, who is responsible for the overage?

If the low bid amount is under the agreement amount, can you add to the scope with the extra money? (Yes / No)

Who is your Person in Responsible Charge (T/LPA employee) for the construction phase?

Have you scheduled the Transition to Construction meeting as outlined in Chapter 10?
(Yes / No)

Who was invited?

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.

Chapter 11: Civil Rights/ Equal Employment Opportunities

Complete this worksheet as if you were initiating the T/LPA
“Example Project” presented for the workshop.



Do you have a bulletin board display posted at the project site with various civil rights/EEO? (Yes / No)

Are you familiar with your Title VI Program? (Yes / No)

Does your project comply with it? (Yes / No)

Are you familiar with your ADA Transition Plan? (Yes / No)

Does your project comply with it? (Yes / No)

Do you know if your consultant team includes a DBE firm? (Yes / No)

Note: If so, please review details on the DBE Program in Chapter 11.

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.

Chapter 12: Construction

Complete this worksheet as if you were initiating the T/LPA "Example Project" presented for the workshop.



Have you issued a Notice to Proceed (NTP) to your contractor? (Yes / No)

Did you have a pre-construction conference? (Yes / No)

Who was invited?

How much notice did you provide?

Who is your Construction Project Manager?

Are they Staff or Consultant?

Do they understand their responsibilities listed in Chapter 12 of the T/LPA Handbook? (Yes / No)

Does your staff and your contractors staff have the training and knowledge to use the B2Gnow and LCPtracker software? (Yes / No)

Who will be monitoring the appropriate use of the software and completing the associated documentation?

Do you have qualified staff to complete and comply with inspection requirements or do you intend on hiring a consultant?

Do you have access to *all* the construction forms on-line? (Yes / No)

Are you confident in your record-keeping to ensure reimbursement of your construction costs? (Yes / No)

Note: If not, please ask for assistance from your District Coordinator, as soon as possible.

Point of Contact

Who is your point of contact with the NMDOT at this stage of the process?

If you aren't sure, please look at Figure 2 of the T/LPA Handbook.