

LAP MANUAL UPDATES – March 2021

Chapter 5 – State funded and Special Program funded projects

- **5.2 – State-Aid Projects.** In the second paragraph, added a final sentence that reads “...State-aid projects ultimately maintained by VDOT are designated as S-V in applicability charts and include additional requirements. Please work closely with your district project coordinator during development and delivery of these projects...”
- **5.2 – State-Aid Projects.** Added a new section titled ‘Project Scoping’ that reads, “For all SMART SCALE projects, whether developed as federally eligible or exempt, the LPA must submit a PM-100 Scoping form. VDOT’s review and written approval is required. Additional information is available in Chapter 12. For other state funded projects, LPAs are encouraged to provide a project scoping report to the VDOT Project Coordinator. All projects must consider bicycle and pedestrian accommodations.”
- **5.2 – State-Aid Projects.** Revised the section titled ‘Public Involvement’ that reads, “LPAs with projects included in their Capital Improvement Program must comply with specific Code of Virginia public involvement requirements (24VAC30-380-10 – General Provisions). Prior to award, the LPA on all Capital Improvement and other state funded projects must certify their compliance with the state laws governing public involvement through the completion and submission of the Appendix 5-A.”
- **5.2 – State-Aid Projects.** Added a new section titled ‘Design Approval’ that reads, “For VDOT maintained projects, the LPA is required to submit and receive VDOT approval. For LPA maintained projects, VDOT approval is not necessary, however, the LPA will certify in the Appendix 5-A that the plans meet minimum American Association of State Highway and Transportation Officials (AASHTO) geometric design standards and all necessary design exceptions have been approved.”
- **5.2 – State-Aid Projects.** Added a new section titled ‘Project Advertisement’ that reads, “LPAs administering state projects may be allowed a shorter advertisement timeframe in accordance with the Virginia Public Procurement Act (VPPA). LPAs must certify prior to project award, through the completion and submission of the Appendix 5-A, that the project was advertised in accordance with the VPPA and that the advertisement package included all appropriate EEO provisions.”
- **5.2.1 Revenue Sharing Program.** Added a second paragraph that reads, “Projects with a mixture of federal and Revenue Sharing funds, including projects administered as federally eligible, must meet all federal aid requirements regardless of the amount of revenue sharing or other state funding.”

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- **5.5.7 – Design-Build Certifications.** Revised the Chapter title.
- **5.5.7.1 – State-Aid Design-Build Appendix 5-A Submission Requirements.** Moved the information from Chapter 5.5.7 to the new Chapter 5.5.7.1.
- **5.5.7.2 – Federal-Aid Design-Build Right of Way Certification.** New Chapter that reads, “The LPA must acquire Right of Way per the Uniform Act for projects that are developed as federal. Per 23 CFR Section 635.309(p) and 23 CFR 710.309, State DOT's are required to issue a statement that either all ROW, utility, and railroad work has been completed, or that all necessary arrangements will be made for the completion of ROW, utility, and railroad work. It is the job of VDOT's Right of Way Special Projects Section to oversee all Right of Way acquisition activities performed by the LPA or its consultant(s). In order to receive Construction Phase authorization for work outside of the existing right of way, the LPA must submit a certification statement letter, to their VDOT Project Coordinator, which states that they have met all regulatory requirements associated with relocation and property acquisition. The VDOT PC will then forward the document to VDOT's Right of Way Special Projects Coordinator, who then provides the certification which ensures the LPA made all necessary arrangements for completion of ROW, Utility, and Railroad work. Additional information regarding Right of Way Certification can be found in Chapter 16.7 of the LAP Manual.”
- **Appendix 5.5A.** Added a new document titled, ‘Design-Build Locality/VDOT Certification of Documents’.

Chapter 12 – Project Development

- **12.1.2 – Applicability.** Under the table titled ‘Project Scoping’, adjusted the caption to read “Formal project scoping and coordination with VDOT is required on all projects funded through the SMART Scale program, and strongly encouraged for all other projects. All projects must consider bicycle and pedestrian accommodations.”
- **12.1.3 – Scoping Process Requirements.** Under the heading ‘Bid Additive – SMART SCALE...’, in the third paragraph, adjusted the first two sentences to read, “The PM-100 and accompanying functional area scoping worksheets, or equivalent, may be used by the LPA to document project scoping. For SMART SCALE projects, VDOT’s approval and signature of the scoping report is required; however, for all other projects, VDOT signatures are not required...”

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- **12.1.3 – Scoping Process Requirements.** Under the heading ‘VDOT Responsibilities’, added a tenth bullet that reads, “For SMART SCALE projects, Tier 1 Scoping Certifications should be reviewed and approved by the District Engineer; Tier 2 Scoping Certifications should be reviewed and approved by Central Office Location & Design Division in accordance with approved Tier 1 / Tier 2 guidance.”
- **12.1 – Project Scoping Checklist.** Under the Checklist, adjusted the first footnote to read “Formal project scoping and coordination with VDOT is required on all projects funded through the Smart Scale program, and strongly encouraged on all other projects.”
- **12.6.7 – Plans, Specifications, and Estimates Submittal Package.** Under the heading ‘VDOT Responsibilities’, added a bullet that reads “The Project Coordinator must document written approval the LPA’s PS&E submittal packet and also ensure this date is prior to the LPA’s actual construction advertisement.”
- **12.6.9.2 – Submittal of the Award Package.** Under item ‘2’, added a sentence that reads “...This summary tabulation must include at least three apparent responsive low bidders which includes bid item detail amounts and the total bid amounts of each of the other bidders...”
- **12.6.9.3 – VDOT Concurrence to Award.** Under the heading ‘VDOT Responsibilities’, added a bullet that reads “The Project Coordinator will upload all LPA and VDOT award documentation into ProjectWise to document VDOT’s concurrence to award. File documentation must also include the LPA’s bid summary tabulation/recommendation along with VDOT’s written award authorization.”

Chapter 16 – Right of Way and Utilities

- **16.18.6 – Update Utility Estimate and Relocation Duration.** At the end of the first paragraph, added a sentence that reads “...Additionally, the VDOT Utility Plan and Estimate Checklist is a valuable tool and should be used by the LPA to ensure the utility plan and estimate are complete and accurate...”

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- **16.19.3 – Utility Relocation Construction.** Added a second paragraph that reads, “During actual utility relocation, the LPA may receive invoices from each utility owner as the work is being performed. VDOT’s U-36 Progress Billing Checklist form should be used by the LPA to ensure adequate information is included in each invoice submitted by the utility owner.”
- **16.21 – Post Utility Construction.** At the end of the first paragraph, added a sentence that reads “...The LPA is encouraged to use the VDOT form U-35 Final Billing Checklist as a guide to ensure all work is complete and accepted and final utility payment can be made...”